GradeQuick/CIMS Interface

User Manual

Version 3.00.07

Revised 11/26/03

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Preface

REVISION NOTES

- 9/13/02 – Added step to create */bcs* folder in section *Setup on the AS/400* in Chapter 2.
- 9/13/02 – Replaced screen image for SendRosters.exe program, which was revised, in section *Setup "Send Rosters" Program – PC* in Chapter 4.
- 9/13/02 -- Replaced screen image for SendRosters.exe program, which was revised, in section *Run "Send Rosters" Program – PC* in Chapter 4.
- 9/13/02 – Replaced screen image for CollectAbsences.exe program, which was revised, in section *Setup "Collect Absences" Program – PC* in Chapter 6.
- 9/13/02 -- Replaced screen image for CollectAbsences.exe program, which was revised, in section *Run "Collect Absences" Program – PC* in Chapter 6.
- 11/25/03 – Added more details for Site Manager's *Exports Manager* function.
- 11/25/03 – Added documentation for the Central School Module (Chapter 11).
- 11/26/03 – Added sample screen shot for ref. AOS.558P.2B (elementary subject names) to Chapter 4.

Chapter 1. Introduction

OVERVIEW

The *GradeQuick / CIMS Interface Software* provides information exchange between teachers' GradeQuick files and **NCS Pearson's** CIMS AS/400 student management software. It sends class roster files from CIMS to GradeQuick and it sends grade and attendance data files from *GradeQuick* to the school office and posts them to the CIMS grading and attendance databases.

The *GradeQuick* software is typically installed on a school-wide PC file server running a network operating system (such as Windows NT/2000 Server or Novell Netware), while *CIMS* is installed on an AS/400. The teachers will use their own workstations to run GradeQuick, but *the teachers' workstations do not need access to the AS/400.* An "office person's" PC is typically connected to the AS/400 and the school/teacher network. Transfers of information generally flow through this PC or are initiated by an "office person" using this PC.

Transfer of student roster and demographic data from CIMS to GradeQuick can be done manually or automatically on a scheduled basis. Transfer of grading and attendance data from GradeQuick to CIMS is done manually on demand.

Multiple methods of data transfer are supported, including our recommended method: the AS/400's *Integrated File System (IFS)* and *AS/400 Support for Windows Network Neighborhood (NetServer)*. Client Access Data Transfer and FTP are also supported.

The *Table of Contents* is generally presented in the order in which the software will be implemented and used. See the *How to Get Started* section of the *Introduction* for a "jumping in" point.

Note: This documentation applies to Version 3.00 of the AS/400 *GradeQuick / CIMS Interface Software*. You can verify the software version by looking in the upper right corner of screen ref. AOS.557P.01 in the *Roster Downloads from GradeQuick* program (item AOS.557 on menu AOS600).

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AS/400-side Enhancements

GENERAL:

- Use of the Integrated File System (IFS) is now available and recommended for data transfers
- Increased security is available if option to use single-member data transfer files is used

ROSTER DOWNLOADS:

- Several new *Class Information* fields will be downloaded, including six *Meets in Term* fields that will be helpful when selecting gradebook files using Site Reporter
- A *School Note Library* file will be automatically created/refreshed from CIMS comment codes and descriptions
- *CLASS.TXT* and *TEACHER.TXT* files will be automatically created/refreshed, which enables drop-down menu selection of Class ID when creating new gradebook files
- The process of selecting and transferring additional student demographic fields has been simplified
- The *Class ID* has a new naming convention: *YY-YY-CCCCCC-SSS* where *YY-YY* is school year, *CCCCCC* is course#, and *SSS* is section#
- Up to 3 pairs of entry/exit dates per student per school year can be downloaded, which the *Attendance Chart* report will consider as it prints
- When selecting times to run in unattended mode, the new F4 index will display a time schedule of all currently defined processes, which enables you to quickly find an open time slot
- Options are given for handling dual-enrolled students, such as an 8th grade student taking a high school course
- Rosters for teachers with a certain Teacher ID naming pattern/scheme can optionally be excluded, allowing for exclusion of off-site teachers for example
- Course request add dates are ignored if the download is run prior to the first day of school
- More control is given over upper-to-lower case conversion of student names and other fields
- Download and Send commands using *RUNRMTCMD* (now a legacy technique) can be tested by pressing a function key while on the screen used to enter the commands

GRADE UPLOADS/POSTS:

- After the *GRADES.TXT* file has been uploaded, and before it is posted, a confirmation screen is shown which contains a preview of a portion of the file – including new *file identification* information
- The audit report may now be automatically placed on hold and automatically saved
- The errors report may now be automatically saved
- The audit and errors reports will now print statistical counts, including counts by reason for skipped input records
- The errors report now contains a cover page listing the options in effect for the run
- An option is given for handling students taking a course at the school being posted but *not enrolled* at that school
- Optionally, students may be included/omitted by tag, to exclude home-schooled students for example
- *Semex1* and *Semex2* grades can now be posted in a manner similar to *Final* and *Midterm*, which are still supported
- Comment fields C5-C12, E1-E6, and CZ1-CZ6 can now be posted (in addition to C1-C4)
- If *Student ID* and *Student Name* are both blank in input file (indicating a blank row in the gradebook spreadsheet), the record is skipped instead of reported as an error
- *District ID* and *School ID* are now in each input record. Records not for the school being posted are skipped.

ATTENDANCE UPLOADS/POSTS

- After the *ABSENCES.TXT* file has been uploaded, and before it is posted, a confirmation screen is shown which contains a preview of a portion of the file – including new *file identification* information
- The audit report may now be automatically placed on hold and automatically saved
- The errors report may now be automatically saved
- The audit and errors reports will now print statistical counts, including counts by reason for skipped input records
- The errors report now contains a cover page listing the options in effect for the run

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- An option is given for handling students taking a course at the school being posted but *not enrolled* at that school
- Present students are now included in the *ABSENCES.TXT* file, allowing for simpler processing of students previously marked absent or tardy
- While posting a date range is still supported, you may also choose to post a date *plus the previous **n** school days*
- Support for 4-character *attendance codes* in GradeQuick
- *District ID* and *School ID* are now in each input record. Records not for the school being posted are skipped.

PC-side Enhancements

GENERAL:

- Programs have been *modernized* to include: drop-down menus, toolbar buttons, component-sensitive **?** help, and scalable windows
- An *Export Viewer* program has been added as a trouble-shooting aide to allow you to more easily view export files in a columnar, spreadsheet-like format. Works with individual grade or attendance export files or the school-wide *GRADES.TXT* or *ABSENCES.TXT* files.
- For legacy Client Access Data Transfer support, files *GRADES.FDF* and *ABSENCES.FDF* are included along with *PAOS595.FDF*. All three have identical contents.

"SEND ROSTERS" PROGRAM:

- Can now define and store multiple settings files in a single folder
- When program is started, the last settings file used by the logged-on user will be automatically loaded
- Can optionally set a password on a settings file, which is required to open the file

"COLLECT GRADES" PROGRAM:

- Can now define and store multiple settings files in a single folder
- When program is started, the last settings file used by the logged-on user will be automatically loaded
- Can optionally set a password on a settings file, which is required to open the file
- Better *error trapping* *****
- Option to print a detailed collection report, including a list of all teachers' course/sections expected to be collected and whether or not each was *****
- Reports are now shown on-screen in print preview mode; print to hard copy only if desired
- Can optionally, automatically archive previous run's *GRADES.TXT* file as you begin to post the current file

"COLLECT ABSENCES" PROGRAM:

- Can now define and store multiple settings files in a single folder
- When program is started, the last settings file used by the logged-on user will be automatically loaded
- Can optionally set a password on a settings file, which is required to open the file
- Better *error trapping* *****
- Option to print a detailed collection report, including a list of all teachers' course/sections expected to be collected and whether or not each was *****
- Reports are now shown on-screen in print preview mode; print to hard copy only if desired
- Can optionally, automatically archive previous run's *ABSENCES.TXT* file as you begin to post the current file
- *Morning* and *Afternoon* attendance support has been added *****

***** These features have been available in a controlled pre-release for about a year.

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ON-LINE HELP TEXT

Access to on-line help in the AS/400 programs is via the **F1 function key**. There are two levels: *screen overview* and *field level*. The cursor location determines the level of help text shown. If the cursor is anywhere on the title rows (row 1 or 2), then *screen overview* help is shown; otherwise cursor-location-sensitive *field level* help text is shown.

Access to on-line help in the Windows programs is via the **?** button in the toolbar. Click the **?** button, then click a component or field.

ACCESS TO TECHNICAL SUPPORT

For customers with a current GradeQuick maintenance and support agreement, support may be obtained by contacting Jackson Software by e-mail or phone as follows:

E-mail: techsup@jacksoncorp.com Phone: (847) 835-1992

HOW TO GET STARTED

You should follow the general steps below to get started. Locate each topic in the *Table of Contents* and then proceed to that section for more information.

1. Prepare the AS/400 Integrated File System (IFS) for use.
2. Install the native AS/400 software programs onto the AS/400.
3. Install the Windows software onto the network.
4. Setup and run a manual roster download process.
5. Setup and run a "Send Rosters" process
6. Help teachers create gradebook files, using downloaded roster information

Chapter 2. Preparing the AS/400 Integrated File System (IFS)

OVERVIEW

The recommended method for transferring data between the AS/400 and the network server containing GradeQuick is the use of the *Integrated File System (IFS)* combined with *AS/400 Support for Network Neighborhood (NetServer)*. The **IFS** allows you to store PC-style programs and files on AS/400 physical storage devices (hard drives) in a hierarchical file system (folder structure). **NetServer** allows folders and their contents to be shared so that workstations with drives mapped to the shares can access the information.

Pre-Requisites for Successful, Reliable Use

1. Your AS/400, network server, and workstations must be on a TCP/IP network
2. The AS/400 NetServer *server name* must be resolvable to an IP address at any workstation. Adding this *server name* to your local DNS Server is recommended.
3. NetServer shares must be defined to properly translate between EBCDIC and ASCII.
4. The user(s) transferring information between the AS/400 and the network server containing GradeQuick must have the same *User ID* and *Password* on the AS/400, network server, and workstation. The AS/400 requires that User IDs and Passwords meet this criteria:

    - 10 characters or less in length
    - Must begin with a letter
    - Can contain only letters A-Z and digits 0-9
    - Other additional restrictions may be in force locally

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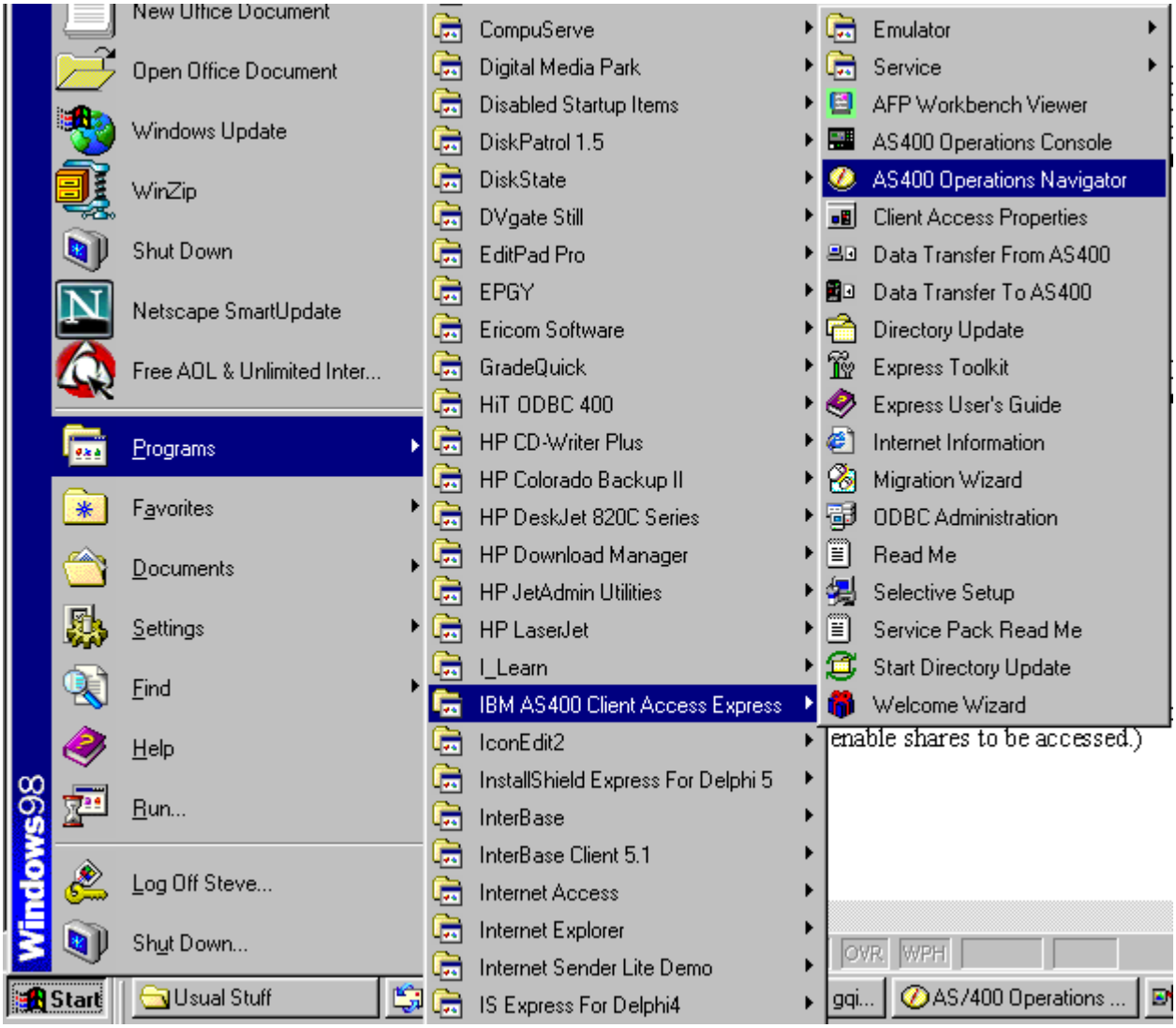
SETUP ON THE AS/400

Use *Client Access Operations Navigator* to configure the AS/400 IFS and shares. This information can be managed centrally at a single PC. (Client Access is not required at workstations to enable shares to be accessed.)

1. Start *Operations Navigator* as shown below:



2. Navigate to the Root folder of the Integrated File System by expanding the tree to the *File Systems* > *Integrated File System* > *Root* area.
3. Create a new folder off the Root named *bcs* by right-clicking *Root* in the left pane and selecting *New Folder* as shown below:

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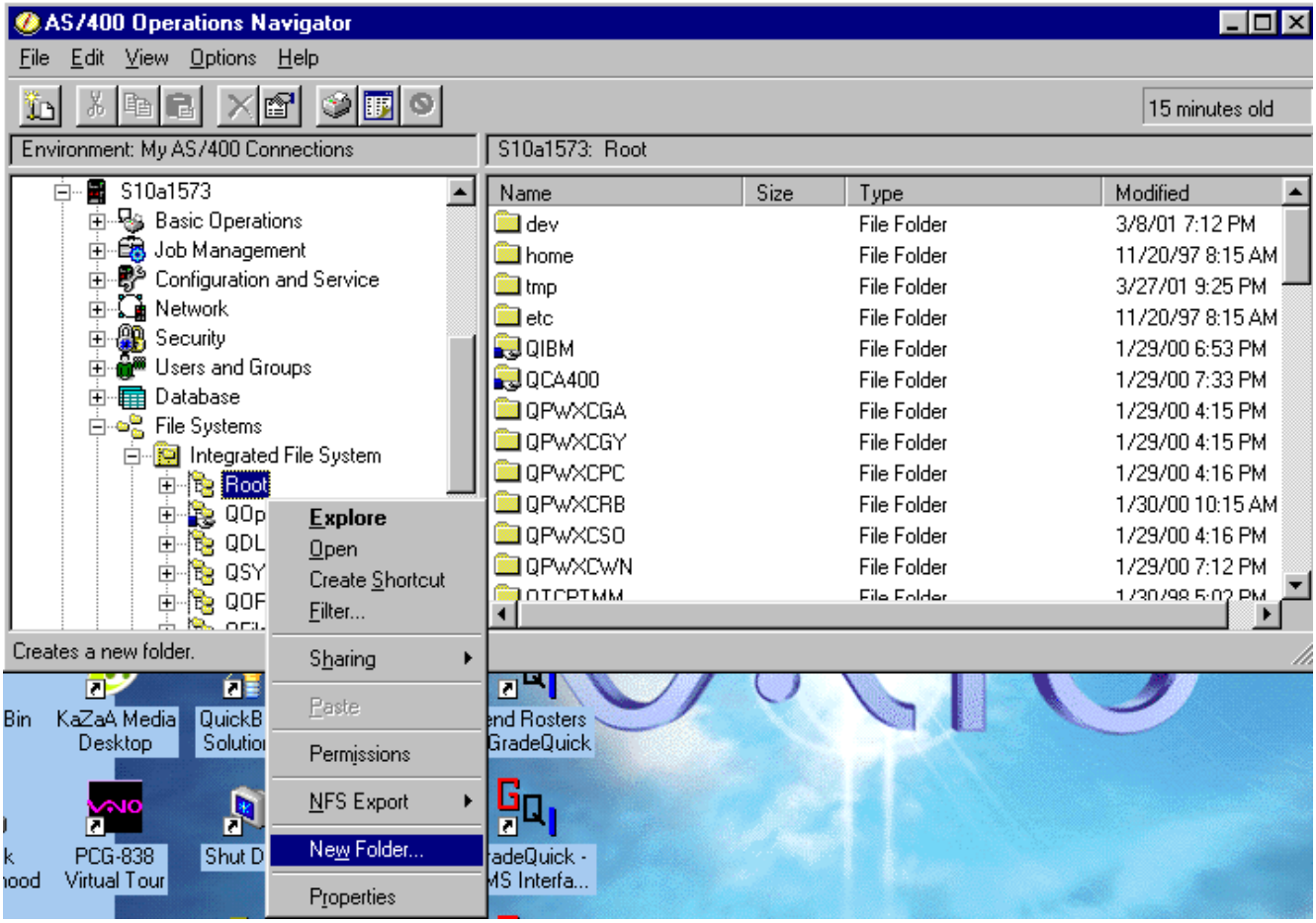
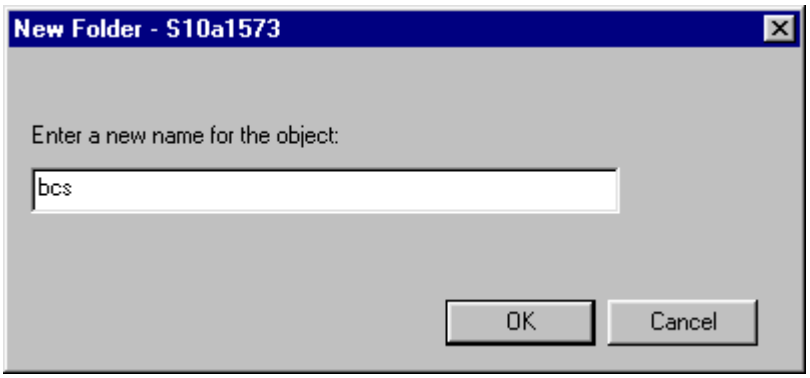


4. Type in *bcs* and click OK (as shown below):



5. Locate the *AS/400 NetServer* TCP/IP Server by expanding the navigational tree to the *Network* > *Servers* > *TCP/IP* area and double-clicking *TCP/IP* in the left pane, as shown below:

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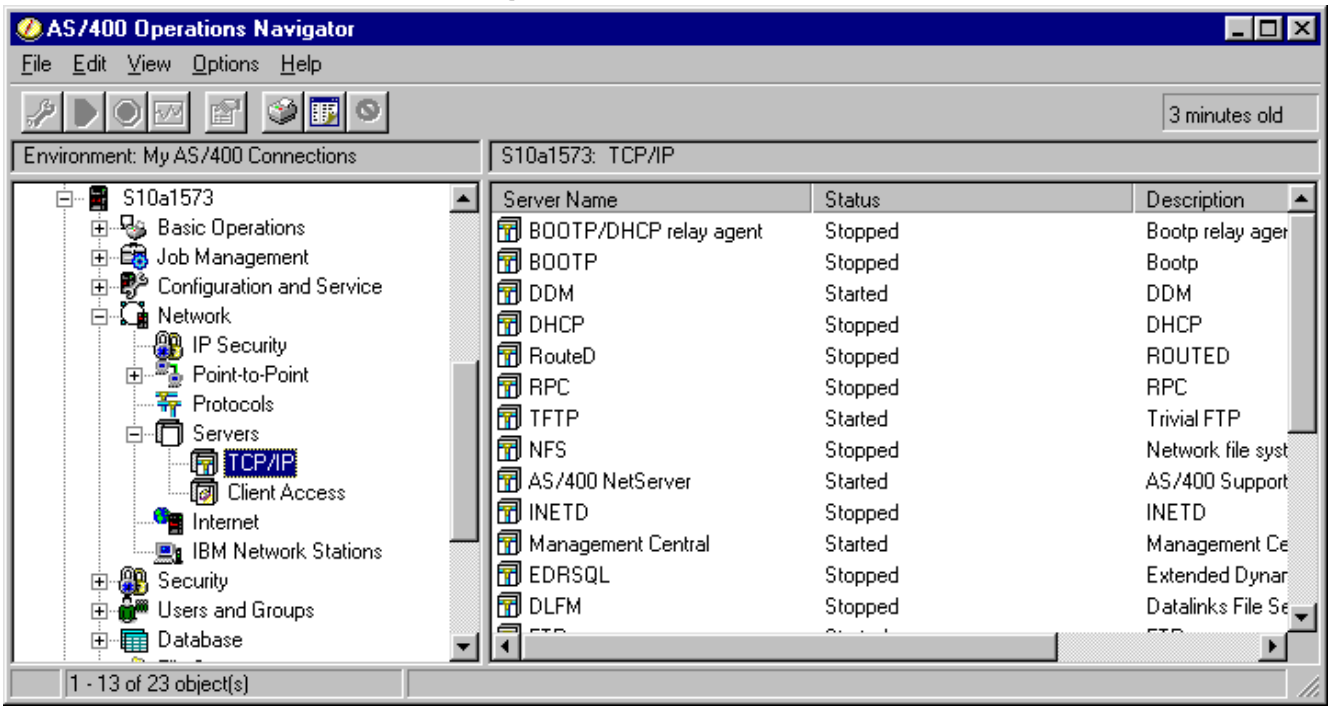
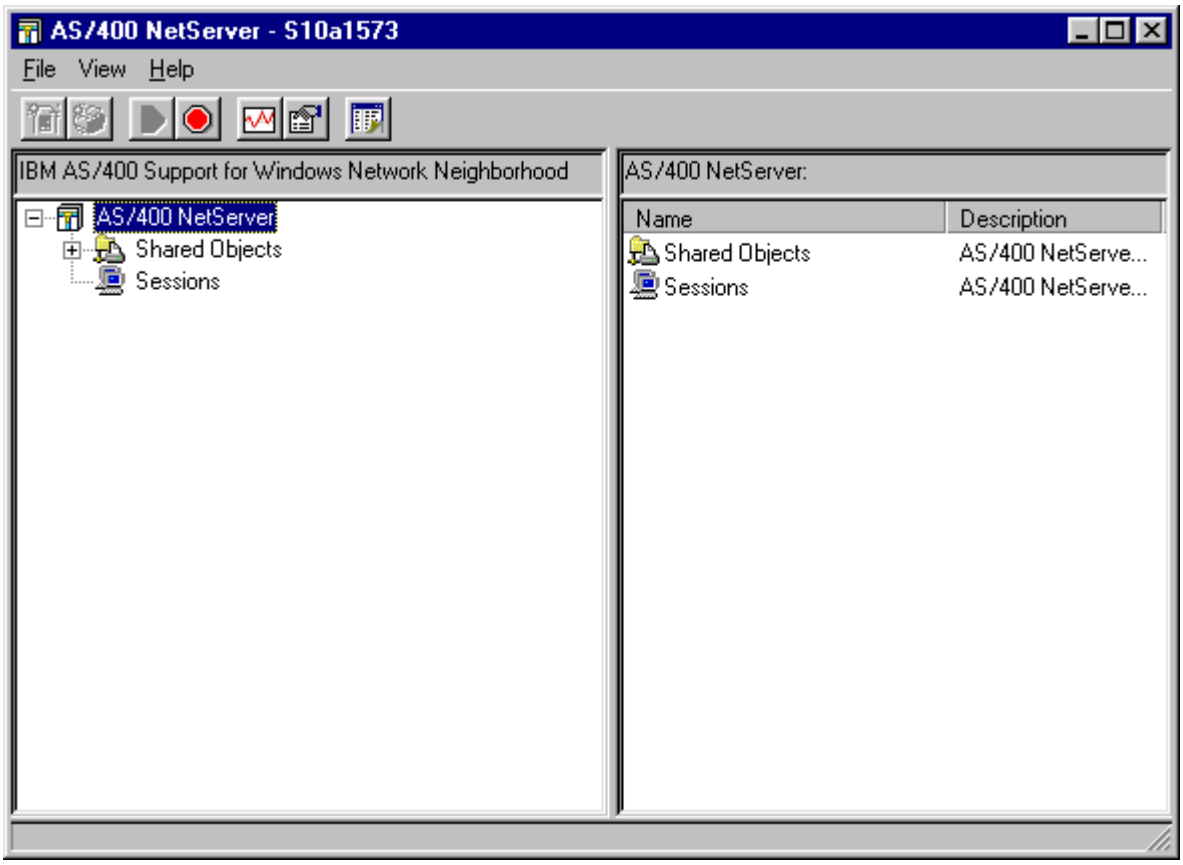


6. Note the *Status* of the *AS/400 NetServer* in the right pane. After configuration adjustments, if necessary, it will need to be *Started*.
7. Double-click *AS/400 NetServer* in the right pane to begin working with the service. The following screen will be displayed:



8. Right-click *AS/400 NetServer* and choose properties to see a screen like the one below:

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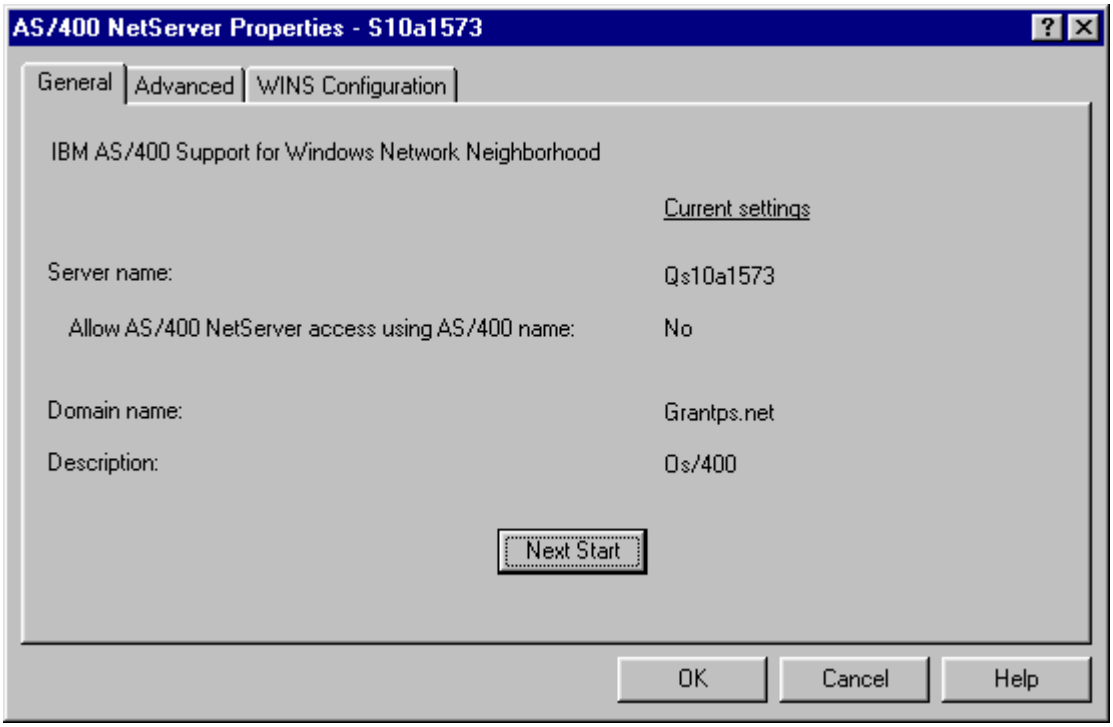
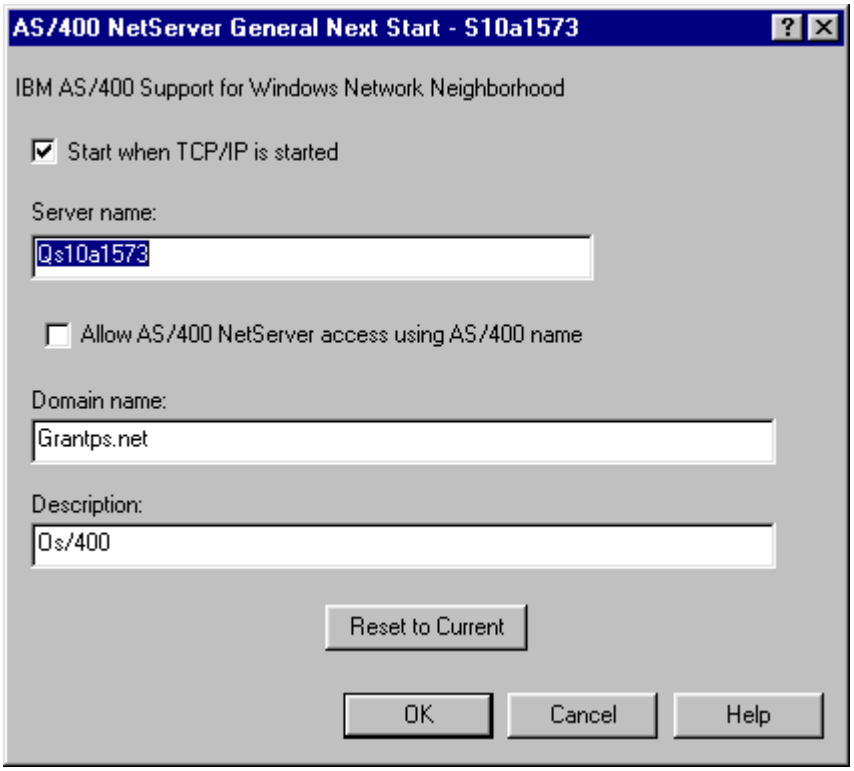


9. Write down the *Server name:* from this screen. This is important. This *server name* is the one that should be added to your local DNS Server to resolve IP addresses. It is also the server name used to map a network drive to the AS/400.
10. Verify that NetServer is set to start at each AS/400 IPL. Do so by clicking the *Next Start* button and verifying the *Start when TCP/IP is started* option as shown below:



11. Click *OK*. Click *OK* again.

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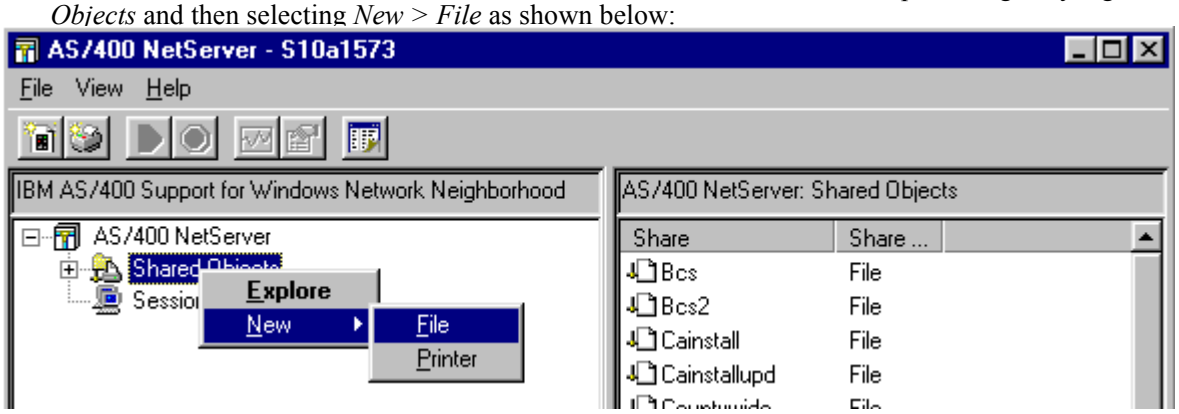
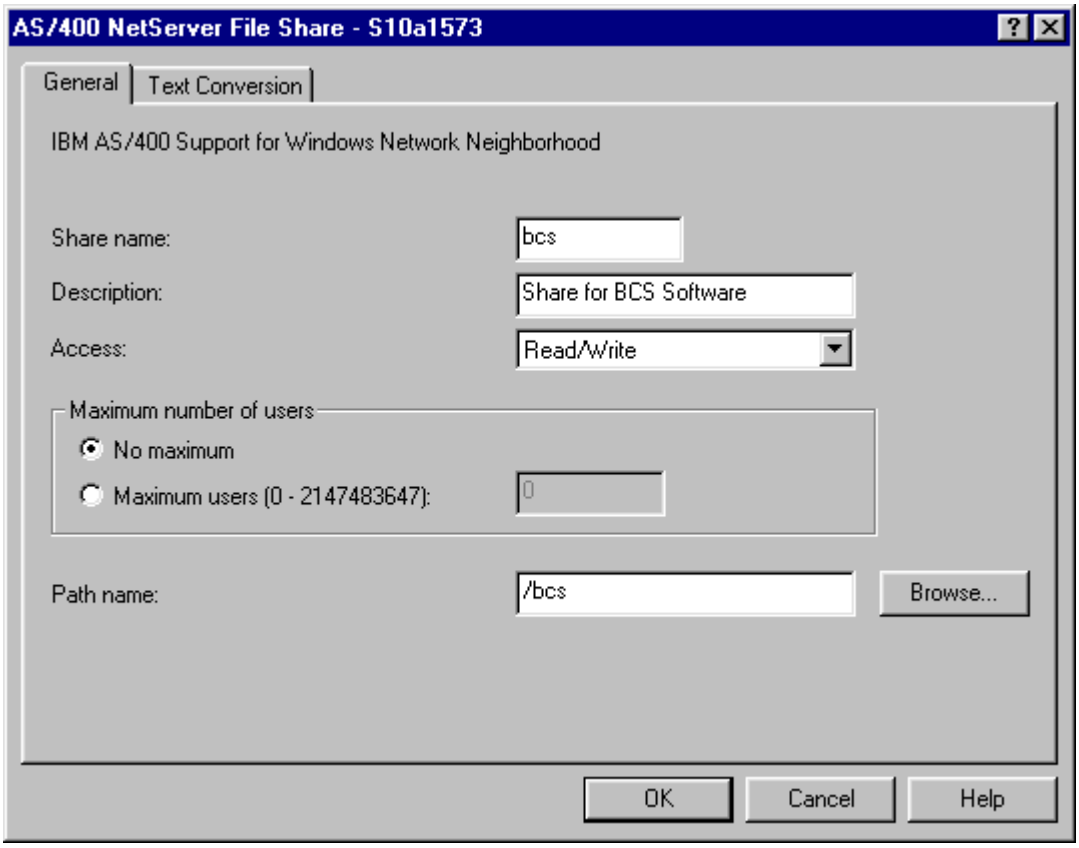
12. We will now create a new share to the *bcs* folder that was created in Step 4. Begin by right-clicking *Shared Objects* and then selecting *New > File* as shown below:



13. A screen like the following will be shown:



14. Fill out the screen as shown above. **Important: Be sure to click the *Text Conversion* tab at the top of this screen instead of OK.** The following screen is shown:

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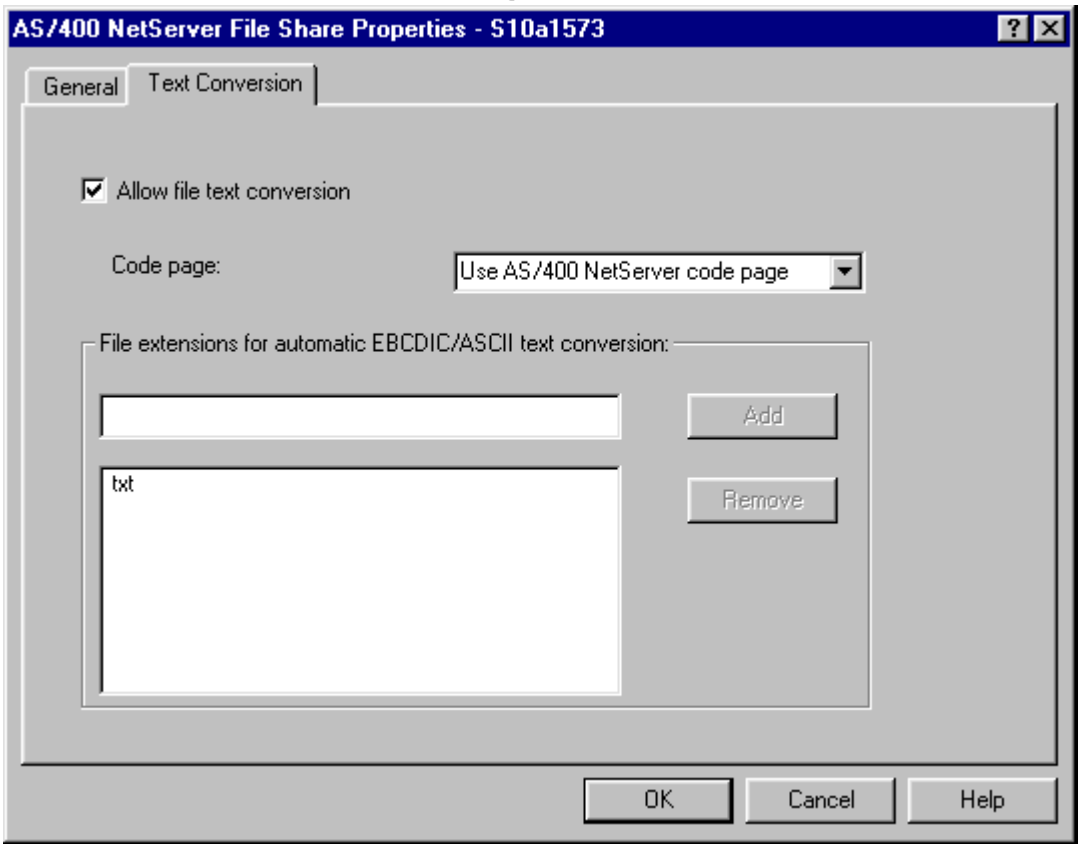
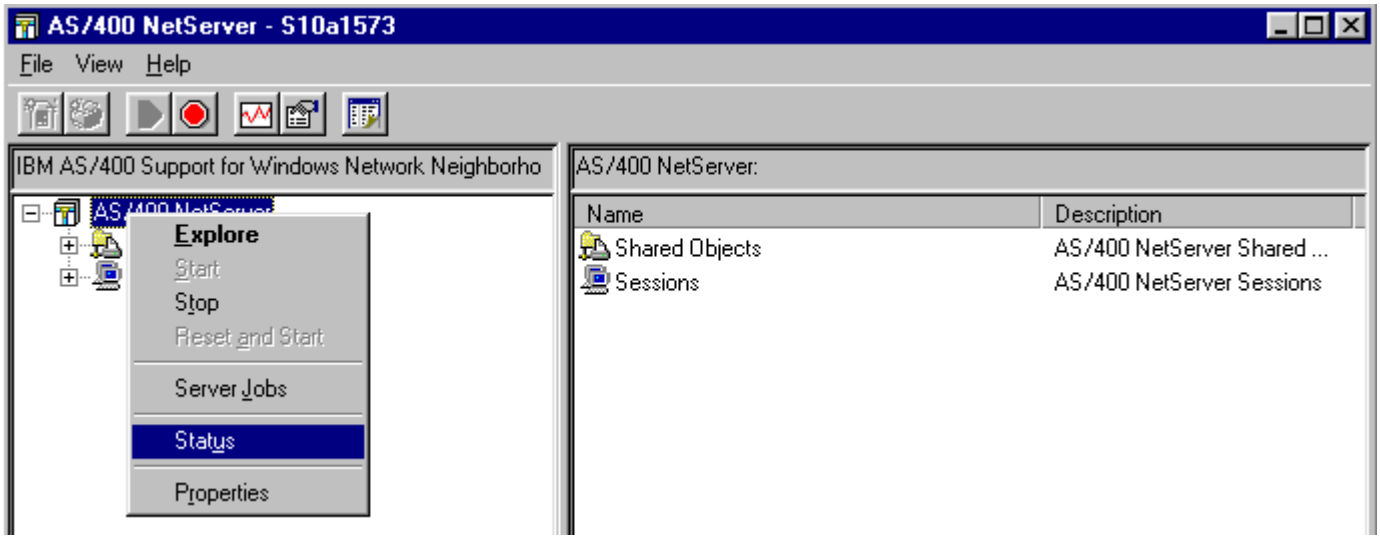


15. Make sure the screen is filled out as shown above. This ensures the necessary EBCDIC to ASCII conversion for text files. Now click the *OK* button.
16. You can stop, start, or view status of NetServer by right-clicking *AS/400 NetServer* in the left pane and choosing the desired option, as shown below. **Important: make sure NetServer is started**.



17. Close the *AS/400 NetServer* window.
18. Close the *AS/400 Operations Navigator* window.

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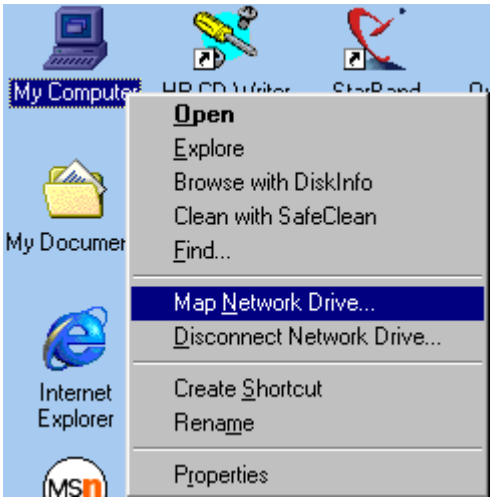
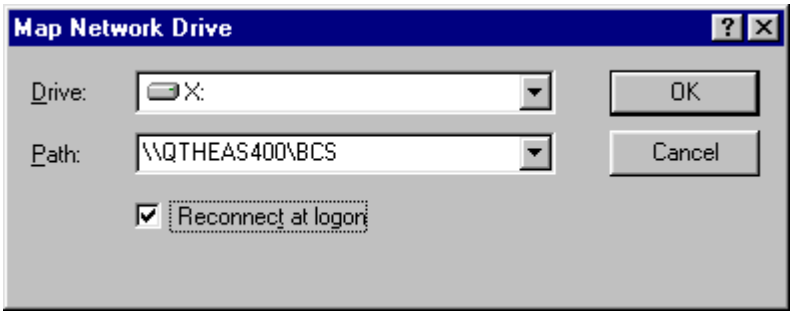
SETUP ON THE PC

On the PC used by the person who will transfer demographics/rosters, grades, and/or attendance between CIMS and GradeQuick; it is necessary to map a network drive to the share created in the previous section. If your AS/400 NetServer *server name* is **QTHEAS400**, for example, and the *share name* is **BCS**, then follow the steps below to map a drive:

1. Go to the desktop.
2. Right-click *My Computer* and select *Map Network Drive* as shown below:



3. Fill out the next screen as shown below. (Our software does not care which drive letter you choose.)



4. Click *OK*.

You will now be able to use drive **X:** like a typical network drive. You can store software, files, and shortcuts on it if you desire.

INFORMATION ABOUT IFS FOLDER AND FILE PERMISSIONS

Usually, you only want to give access to folders and files to the people who need to use them. The AS/400 operating system and the *AS/400 Operations Navigator* provide ways for you to manage folder and file permissions. Below are some general techniques that can be used to manage permissions for IFS objects (shares, folders, files) in general. In addition, our *Manage File Permissions* program (item AOS.180 on menu AOS100) provides for a central point for managing permissions for objects related to the *GradeQuick/CIMS Interface Software*. See *Chapter 8* for more info on AOS.180.

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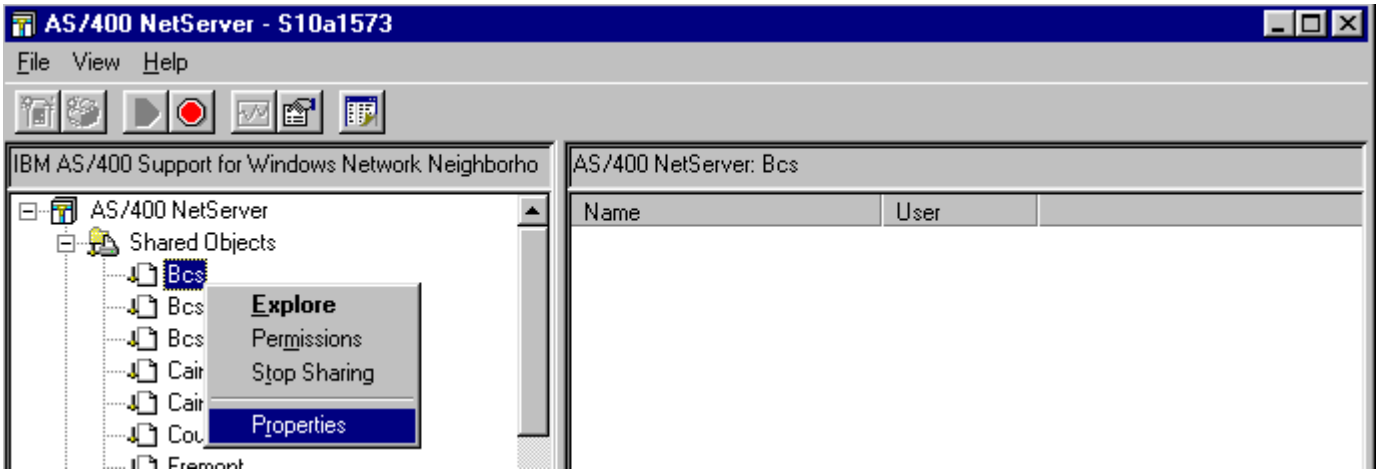
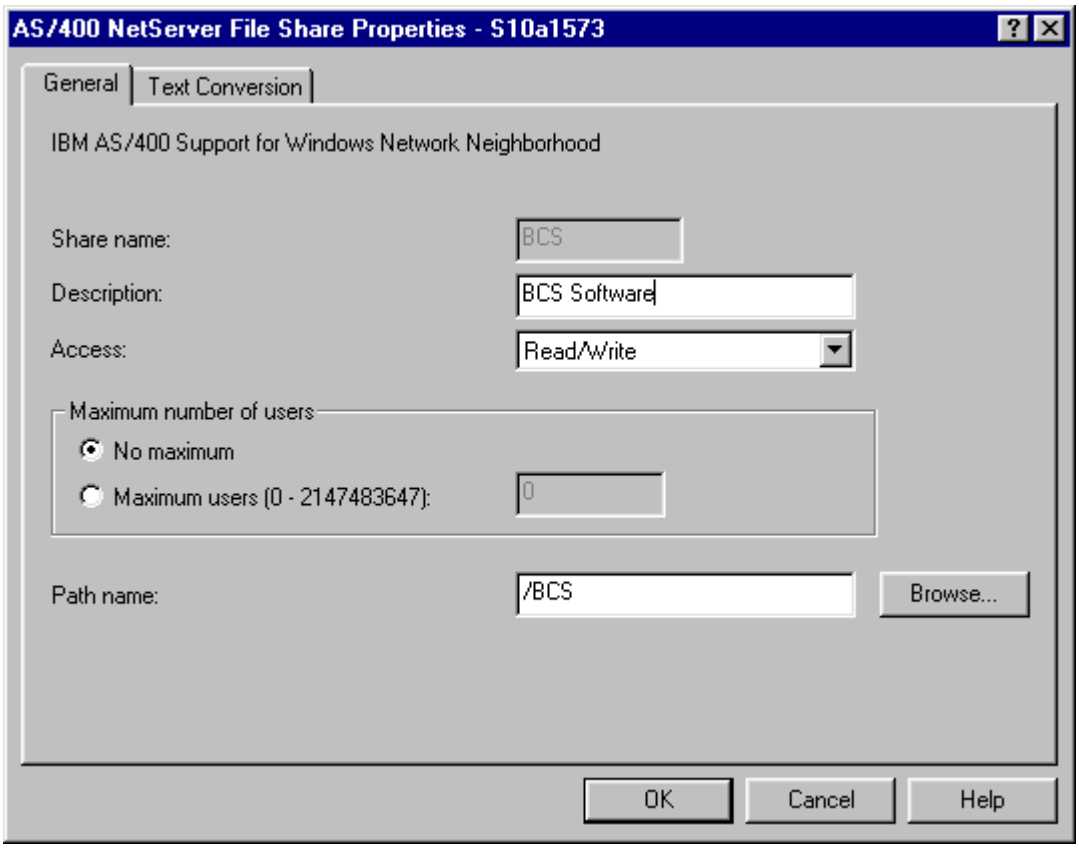
For Setting Share Level Access

- While in the *AS/400 NetServer* program, right-click a shared object and choose *Properties* …



… to see a screen that looks like the following. Use the *Access* field to control accessibility to the share.



- Another route to the same screen is via the *Operations Navigator's File Systems* > *Integrated File System* > *File Shares* tree node, as shown below:

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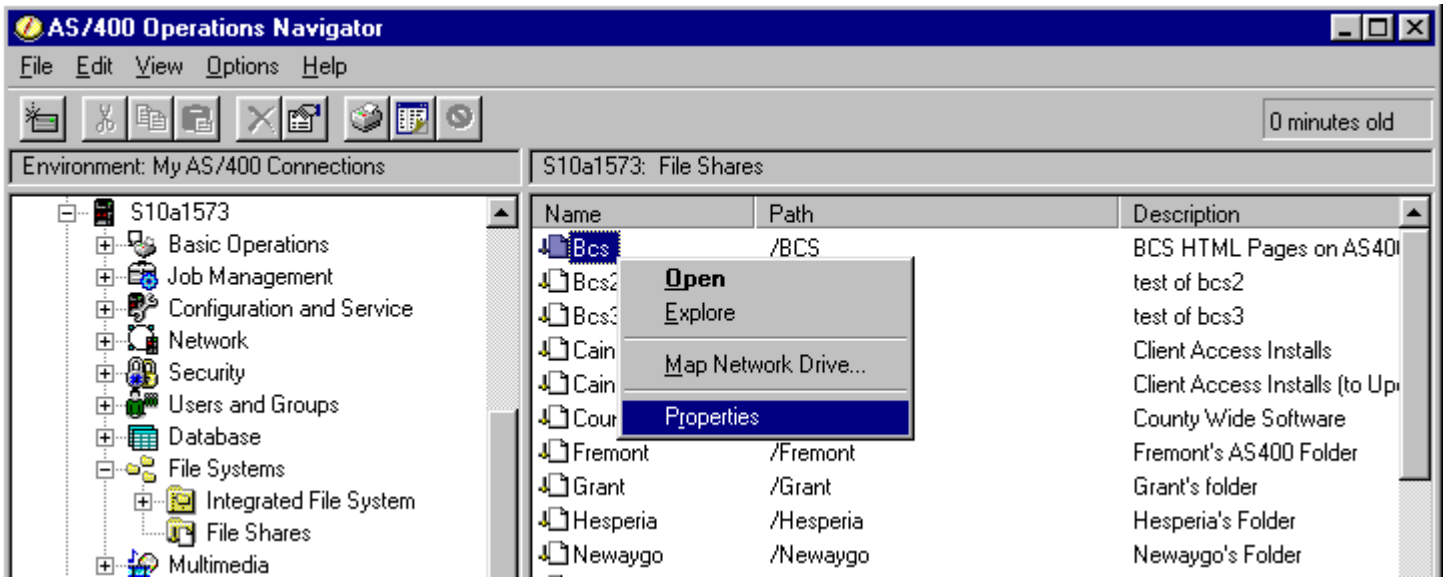
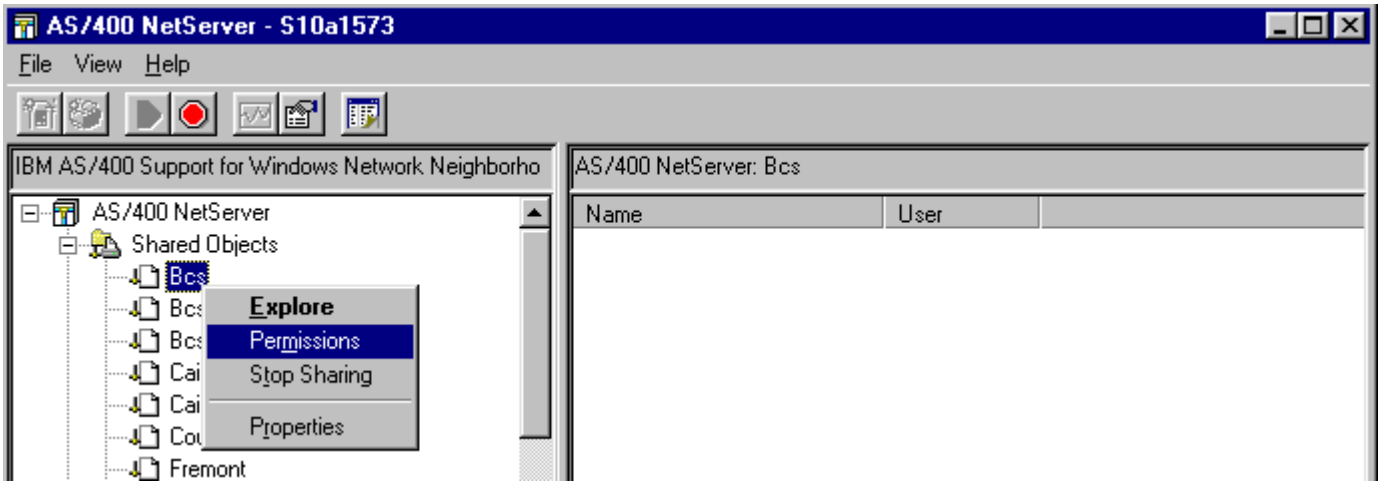


For Setting Folder Permissions

- While in the *AS/400 NetServer* program, right-click a shared object and choose *Permissions* …



… to see a screen that looks like the following:

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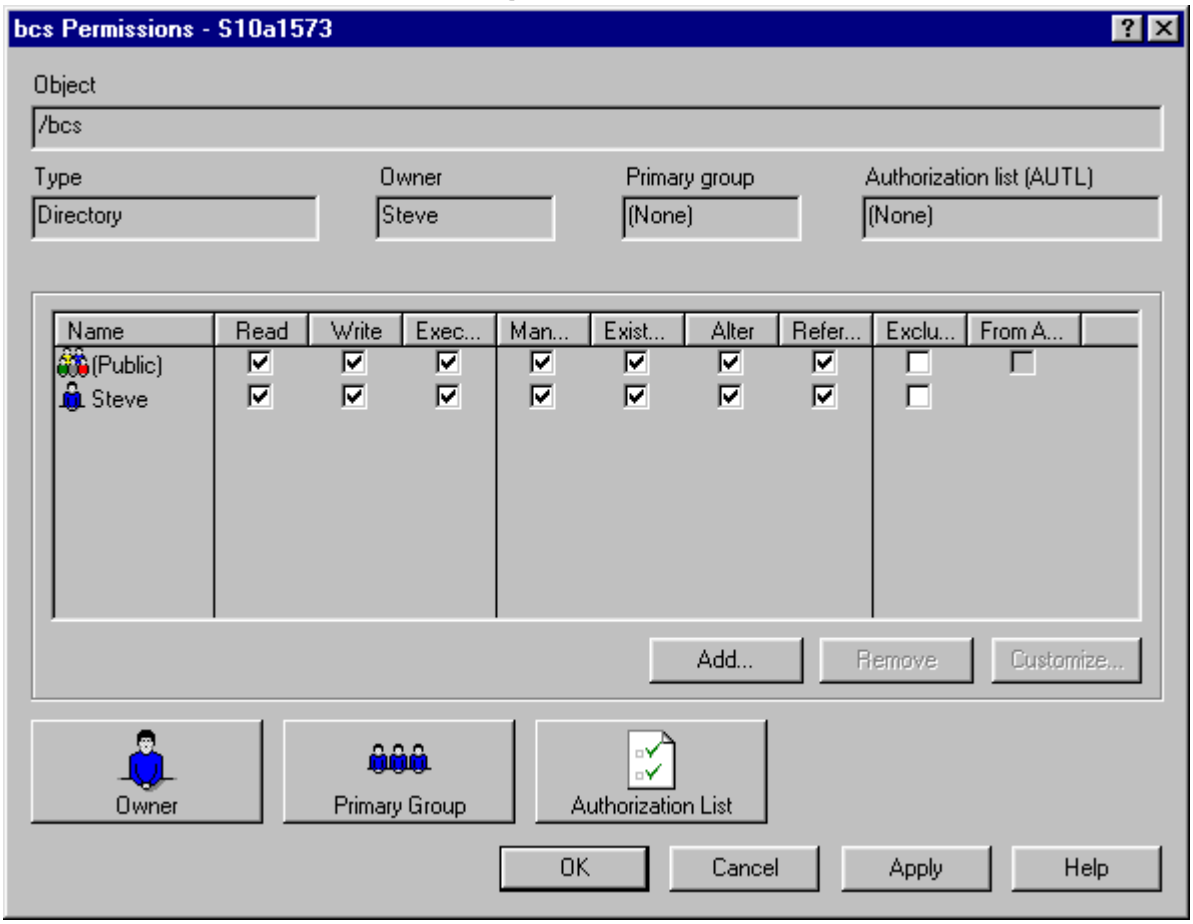

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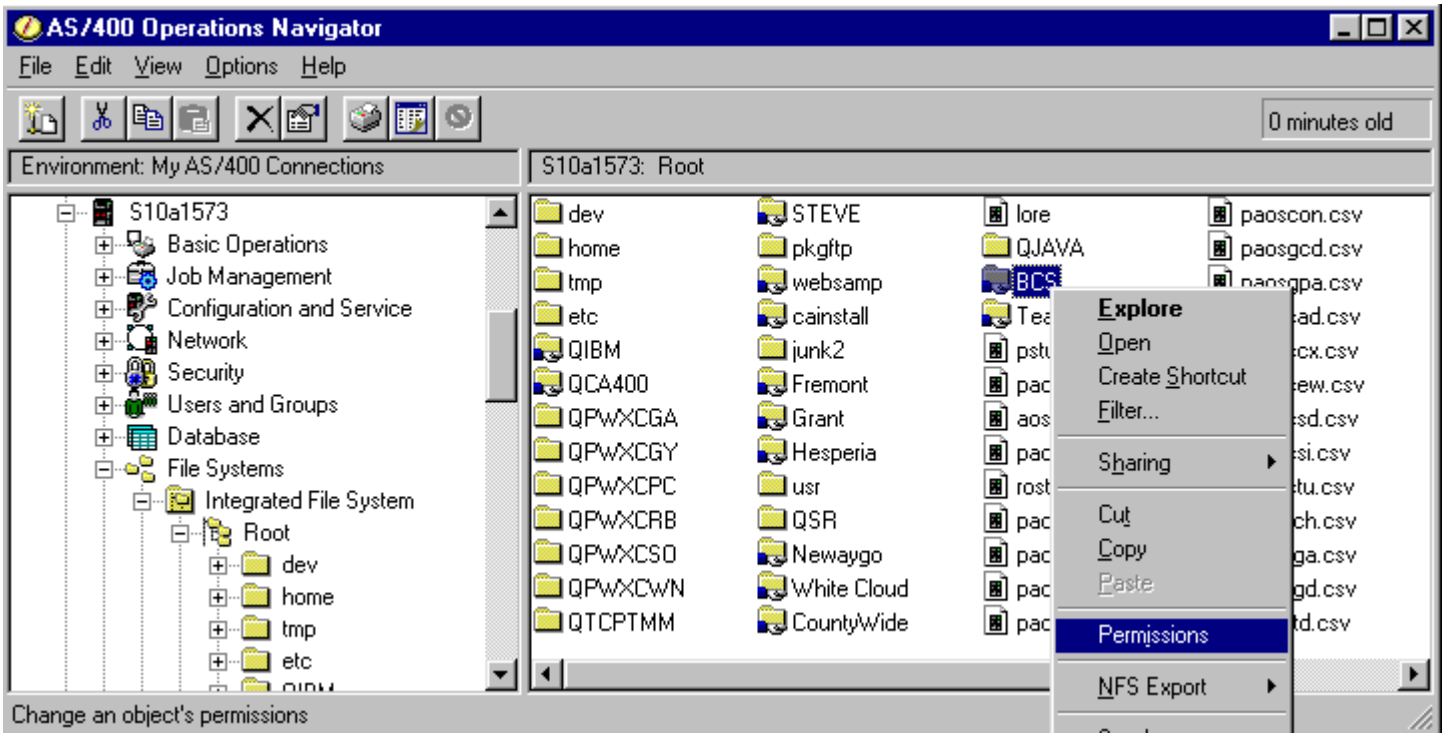
- Alternatively, folder permissions can be accessed using *Operations Navigator's File Systems > Integrated File System > Root* tree node, as shown below. (Right-click on the desired folder to see the pop-up menu.)



- Another alternative for setting folder permissions is to use the green-screen method, which is to type the following command (where */bcs* is the folder name):

WRKAUT OBJ('/bcs')

For Setting File Permissions

- File permissions can be accessed using *Operations Navigator's File Systems > Integrated File System > Root* tree node. Right-click the desired file and choose *Permissions…*

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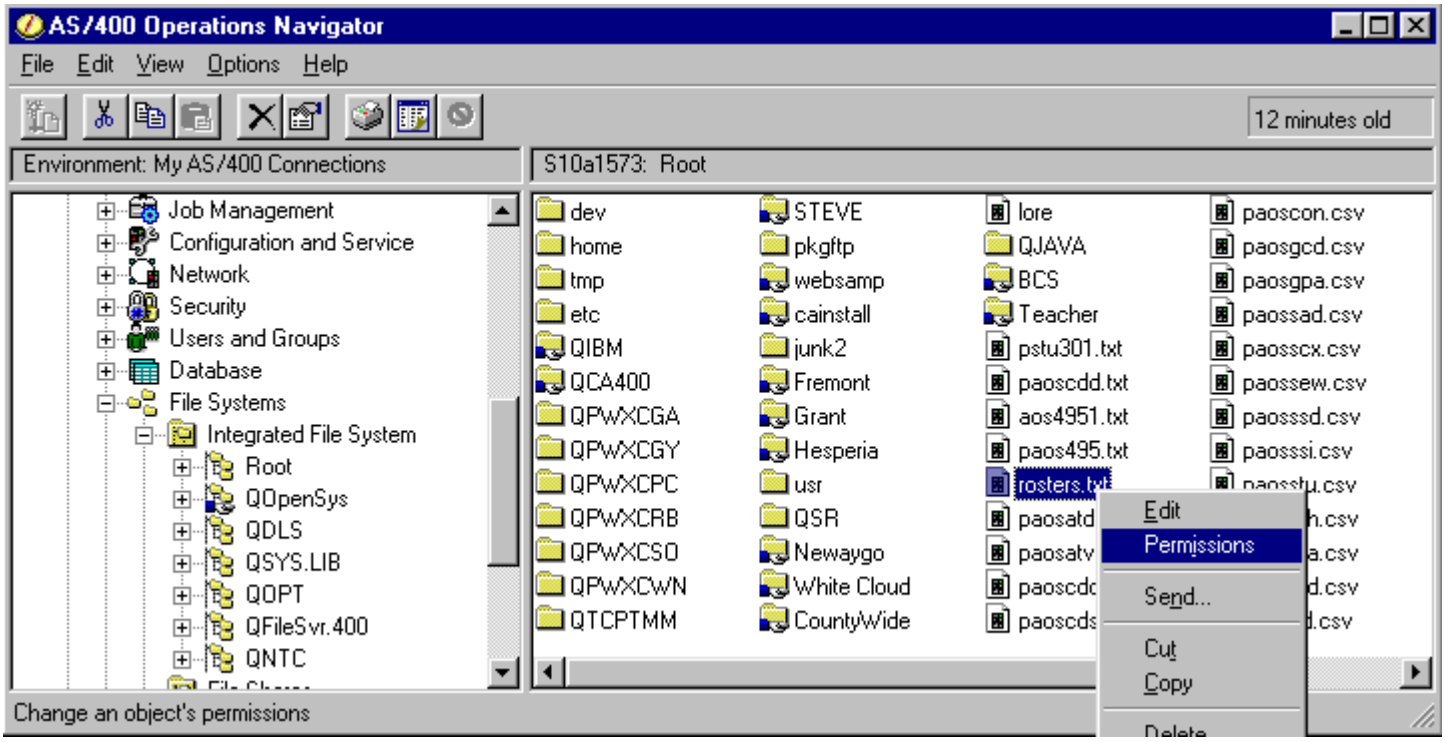
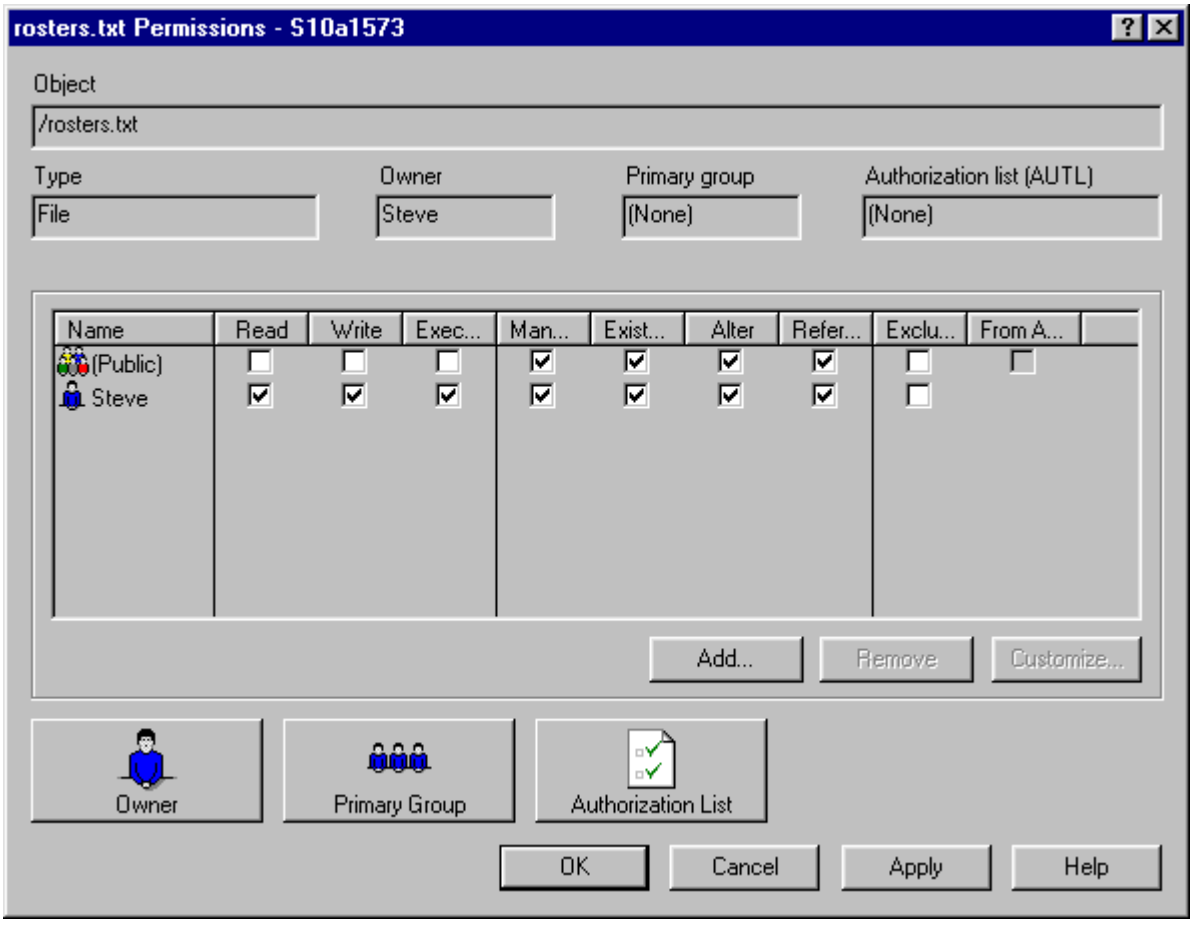


… to see the screen shown below:



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- Alternatively, you can use the following green-screen command, which is to type the following command (where */bcs/rosters.txt* is the full path of the desired file):

WRKAUT OBJ('/bcs/rosters.txt')

Chapter 3. Software Installation

AS/400-side native software and PC-side Windows software together make up the product. Both sets of software are contained on the Jackson Software GradeQuick CD. Following are instructions for installation.

INSTALL NATIVE AS/400 PROGRAMS

1. Make sure you have obtained from Timpanogos Technologies a valid *Product Authorization Code* for each school that will use the GradeQuick/CIMS Interface. **You will not be able to use the product, after installation, without one.** (To request the authorization code(s) go to www.bcswebsite.com/pac-request.html .)

2. **For existing customers only:** Make sure no one is using the Student Add-On system.

3. **For existing customers only:** Go into the *BCS AS/400 Batch Timer Monitor* program (item AOS.562 on menu AOS600) and terminate the batch job. Termination can take up to 60 seconds, so refresh the screen until status states *"not running."*

4. Place the GradeQuick CD in the AS/400 CD ROM drive, sign on as QSECOFR, and go to a command prompt.

5. Make sure the installation library from a previous installation is no longer on your system by typing the following command:

    DLTLIB PKINSTAL

6. Then key in the following command:

    RSTLIB SAVLIB(PKINSTAL) DEV(*OPT01*)

    Note: Replace *OPT01* with a different CD drive name, if necessary.

7. Next type in the following command:

    ADDLIBLE PKINSTAL

8. Then key the following command and press F4.

Caution: Be sure to press F4 instead of Enter on the following command.

    PKGLOAD (press F4, not Enter)

9. Review the options on the ***Package Builder: Install*** screen, which is shown below:

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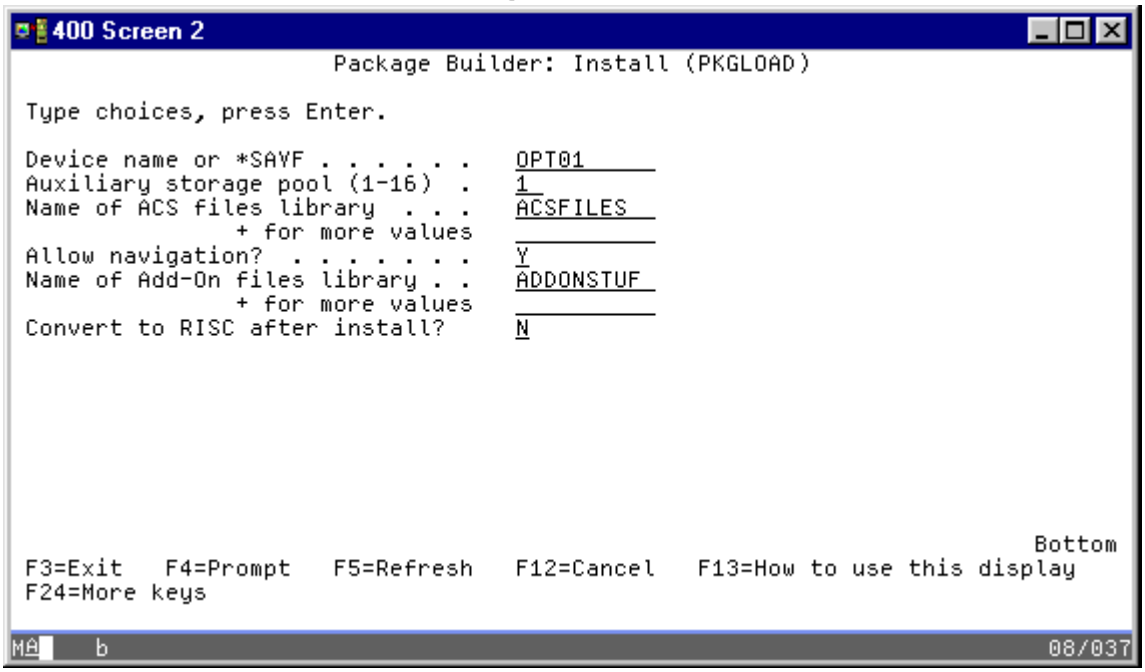
400 Screen 2
Package Builder: Install (PKGLOAD)
Type choices, press Enter.
Device name or *SAVF OPT01
Auxiliary storage pool (1-16) . 1
Name of ACS files library . . . ACSFILES
+ for more values
Allow navigation? . . . . . Y
Name of Add-On files library . . ADDONSTUF
+ for more values
Convert to RISC after install? N
Bottom
F3=Exit F4=Prompt F5=Refresh F12=Cancel F13=How to use this display
F24=More keys
MA b
08/037

10. Make changes if necessary. **Specify OPT01 or appropriate CD ROM device name.** Press Enter to begin the installation.

11. The command line prompt will be shown when installation is complete.

12. **For new customers only:** sign onto ACS and update the SMS library list(s) to include libraries *ADDONSTUF* and *ADDONSTU*. Use menu item ACS.160 to do so.

13. **For new customers only:** add an assignment for the person in charge of setting up the GradeQuick/CIMS Interface. Assign the user(s) to menu AOS000. Use ACS program Maintain User Assignments (item ACS.270 on menu ACS250) to do this.

14. **For all customers:** Setup/refresh client members in the Add-On Software product. Use program Setup Client Members for Student Add-On Files (item AOS.000 on menu AOS100) to do this.

15. If you terminated the *batch timer* in Step 3, go back into the *BCS AS/400 Batch Timer Monitor* program (item AOS.562 on menu AOS600) and start the batch job.

16. Delete the package installation library by entering the following commands. (The first command may return a message like "*library not removed.*" Ignore that message if it appears.)

RMVLIBLE PKINSTAL

DLTLIB PKINSTAL

17. If you haven't entered product authorization codes for the schools using the GUI Student Information Inquiry program, use the *Maintain Product Authorization Codes* program (item AOS.220 on menu AOS100) to do this. (If you received your authorization codes via e-mail, note that you can copy/paste each code instead of re-typing.)

INSTALL WINDOWS SOFTWARE - PC

The Windows software will be used to download/send rosters to GradeQuick and to collect/post grades and attendance to CIMS. Some schools de-centralize the task and have it run by guidance secretaries, attendance clerks, and grading clerks. Some schools choose to have their AS/400 support person run one or more of these tasks. In any case, these people need access to the Windows software that is a part of the interface.

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The software may be installed on a network server or on the AS/400 IFS. You may install the software to separate folders per school – or to a single folder for your entire organization (if all the necessary users have access to the single folder).

- The default and recommended path name is **\GQCIMS**
- This path should not be setup/installed *inside* the GradeQuick folder (**\GQWIN**)
- If you'd like to install the software on the AS/400 IFS, make sure a drive letter has been mapped to **\BCS**

For example, if drive **X:** is mapped to AS/400 IFS folder **\BCS**, then install to **X:\GQCIMS**. (From the AS/400 native perspective, *X:\GQCIMS* would be equivalent to */BCS/GQCIMS*.)

1. Insert the GradeQuick CD in a workstation's CD ROM drive
2. Run the *Setup* program from the CD ROM drive
3. Enter the CimsLink Install Key
4. Follow the on-screen instructions

Chapter 4. Download Student Rosters/Demographics from CIMS to GradeQuick

OVERVIEW

The goal of the *roster download* process is to create/refresh one roster file per each group of students being taught in different settings. A *group* can be:

- a course/section
- all students assigned to a particular homeroom teacher
- all students assigned to a particular tag

The roster files are to be placed in a special folder with which GradeQuick interfaces. By default that folder name is **\GQWIN\GQROSTER**.

Some of the information placed in each roster file is necessary and automatic. Other information is optional. You can select up to 20 student demographic fields – including attributes and a few tags.

The *roster download* process can be done either *manually* or automatically in *unattended* mode. It is recommended that you master the *manual* mode before attempting the *unattended* mode.

SETUP MANUAL DOWNLOAD – AS/400

1. Start the *Roster Downloads to GradeQuick* program (item AOS.557 on menu AOS600) as shown below:

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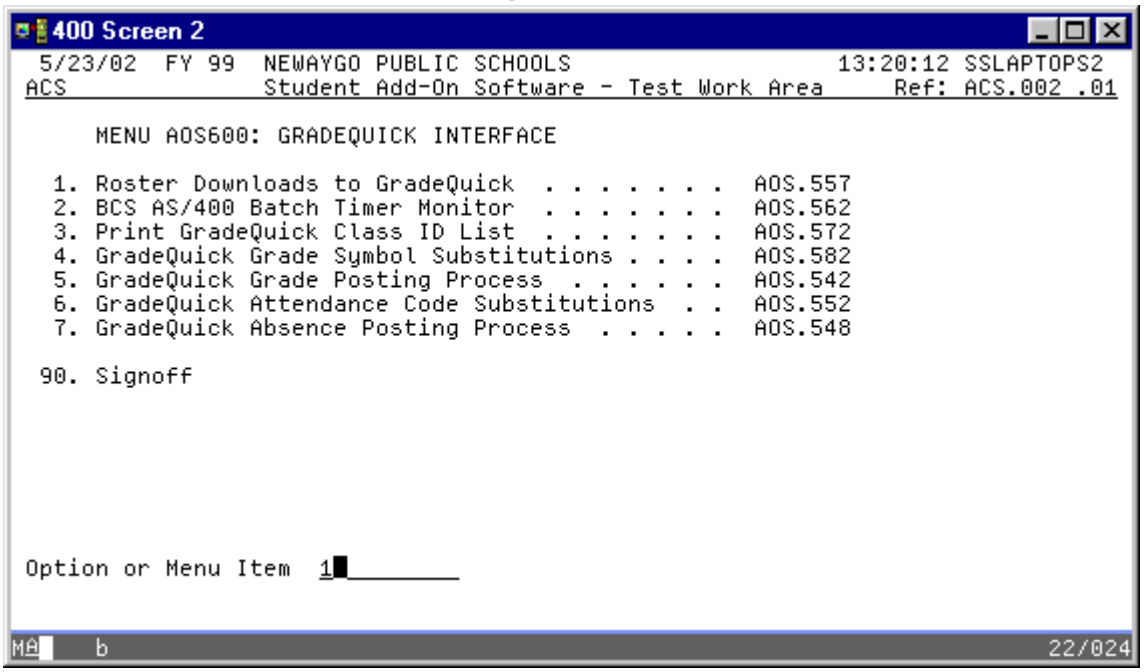
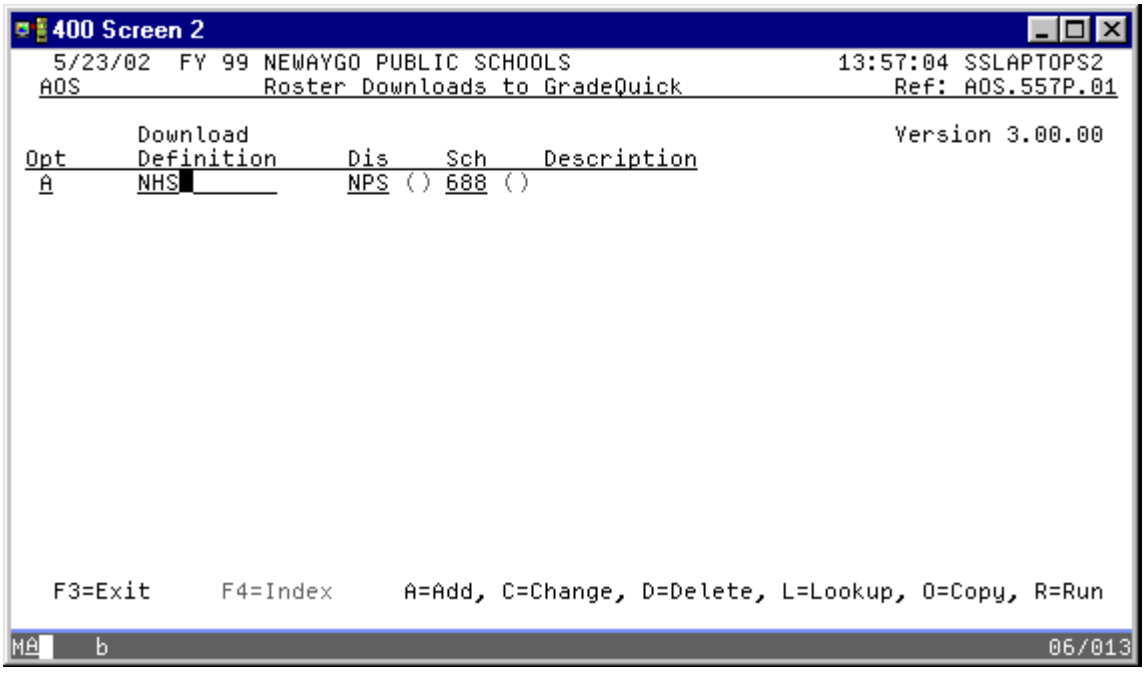

400 Screen 2
5/23/02 FY 99 NEWAYGO PUBLIC SCHOOLS 13:20:12 SSLAPTOPS2
ACS Student Add-On Software - Test Work Area Ref: ACS.002 .01
MENU AOS600: GRADEQUICK INTERFACE
1. Roster Downloads to GradeQuick AOS.557
2. BCS AS/400 Batch Timer Monitor AOS.562
3. Print GradeQuick Class ID List AOS.572
4. GradeQuick Grade Symbol Substitutions AOS.582
5. GradeQuick Grade Posting Process AOS.542
6. GradeQuick Attendance Code Substitutions . . AOS.552
7. GradeQuick Absence Posting Process AOS.548
90. Signoff
Option or Menu Item 1
MA b 22/024

2. Add a *Download Definition* for the desired school. First fill out screen ref. AOS.557P.01 similar to the way shown below and press Enter.

Notes

- Remember that function key **F1** triggers cursor-senstitive on-line help text
- Normally you only need one download definition per school. However, if you have a need to download multiple terms' schedules daily (which is somewhat rare), create one download definition per term; use the **O=Copy** option to create the additional definitions. *An example of needing multiple terms' schedules daily:* A middle school uses 6 scheduling terms. Most classes meet for 6 weeks each. In a series of rotation classes, however, each of 7 parts meets for 5 weeks, except the last part meets for 6 weeks. As soon as *real week* 6 (of 36 in the year) arrives, this school needs to download term 1 for the "regular courses" and term 2 for the "rotation courses." Under this scenario, it would probably be easiest to create 6 download definitions (for terms 1-6) and run all download definitions daily.


400 Screen 2
5/23/02 FY 99 NEWAYGO PUBLIC SCHOOLS 13:57:04 SSLAPTOPS2
AOS Roster Downloads to GradeQuick Ref: AOS.557P.01
Version 3.00.00
Opt Download Definition Dis Sch Description
A NHS NPS () 688 ()
F3=Exit F4=Index A=Add, C=Change, D=Delete, L=Lookup, O=Copy, R=Run
MA b 06/013

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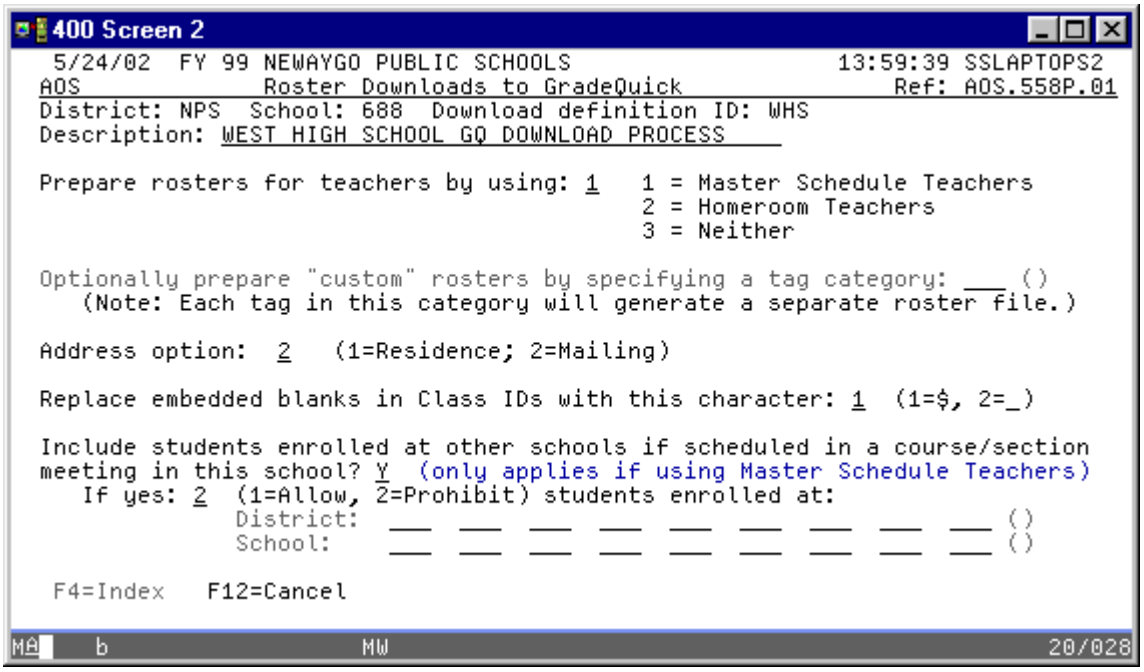
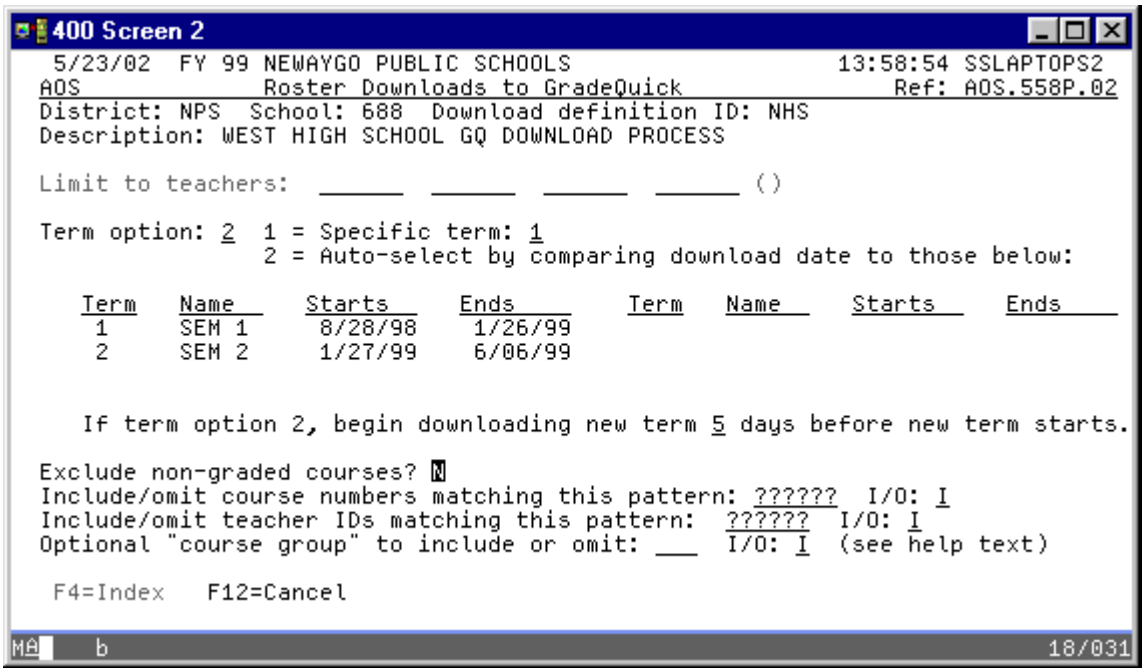
3. Fill out screen ref. AOS.558P.01 similar to the way shown below.

Note: Elementary schools, if not using the CIMS scheduling system, may want to prepare rosters by using the *Homeroom Teacher* or *tag category* option


400 Screen 2
5/24/02 FY 99 NEWAYGO PUBLIC SCHOOLS 13:59:39 SSLAPTOPS2
AOS Roster Downloads to GradeQuick Ref: AOS.558P.01
District: NPS School: 688 Download definition ID: WHS
Description: WEST HIGH SCHOOL GQ DOWNLOAD PROCESS
Prepare rosters for teachers by using: 1 1 = Master Schedule Teachers
2 = Homeroom Teachers
3 = Neither
Optionally prepare "custom" rosters by specifying a tag category: ___ ()
(Note: Each tag in this category will generate a separate roster file.)
Address option: 2 (1=Residence; 2=Mailing)
Replace embedded blanks in Class IDs with this character: 1 (1=$, 2=_)
Include students enrolled at other schools if scheduled in a course/section
meeting in this school? Y (only applies if using Master Schedule Teachers)
If yes: 2 (1=Allow, 2=Prohibit) students enrolled at:
District: ___ ___ ___ ___ ___ ___ ___ ___ ___ ()
School: ___ ___ ___ ___ ___ ___ ___ ___ ___ ()
F4=Index F12=Cancel
MA b MW 20/028

4. Fill out screen ref. AOS.558P.02, if shown, similar to the way shown below.


400 Screen 2
5/23/02 FY 99 NEWAYGO PUBLIC SCHOOLS 13:58:54 SSLAPTOPS2
AOS Roster Downloads to GradeQuick Ref: AOS.558P.02
District: NPS School: 688 Download definition ID: NHS
Description: WEST HIGH SCHOOL GQ DOWNLOAD PROCESS
Limit to teachers: ______ ______ ______ ______ ()
Term option: 2 1 = Specific term: 1
2 = Auto-select by comparing download date to those below:
Term Name Starts Ends Term Name Starts Ends
1 SEM 1 8/28/98 1/26/99
2 SEM 2 1/27/99 6/06/99
If term option 2, begin downloading new term 5 days before new term starts.
Exclude non-graded courses? N
Include/omit course numbers matching this pattern: ?????? I/O: I
Include/omit teacher IDs matching this pattern: ?????? I/O: I
Optional "course group" to include or omit: ___ I/O: I (see help text)
F4=Index F12=Cancel
MA b 18/031

5. If rosters are being prepared using the *Homeroom Teacher* option, which is popular at Elementary schools, an addition screen – shown below – will be displayed. Specify the names of up to 15 subjects taught at the school.

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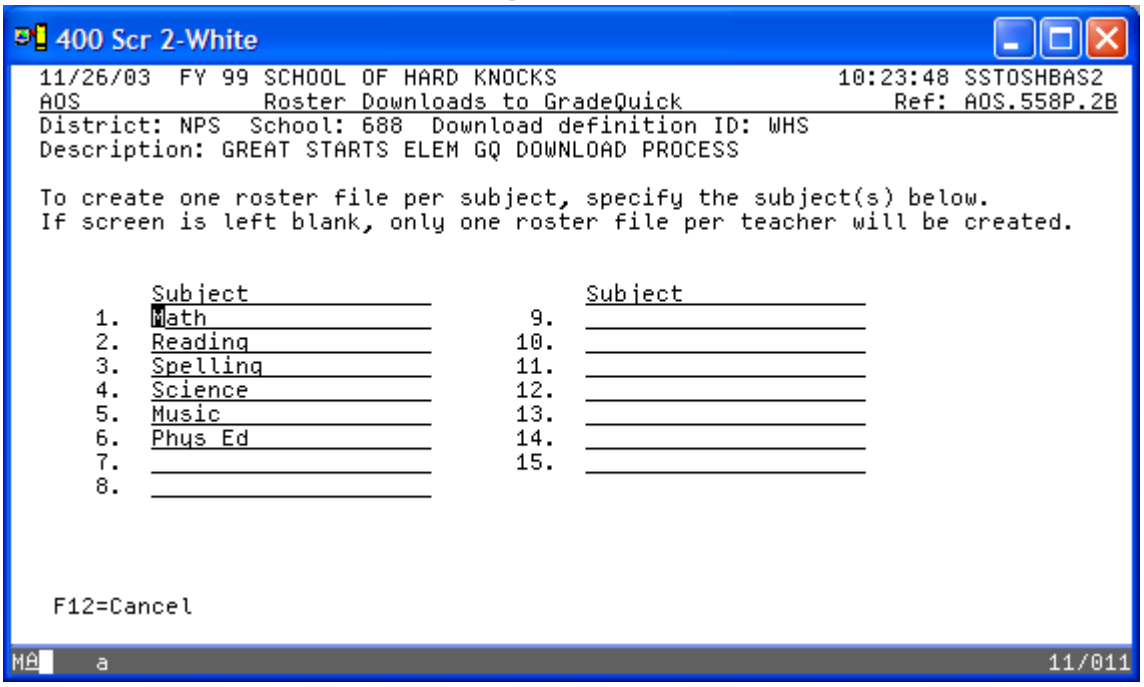
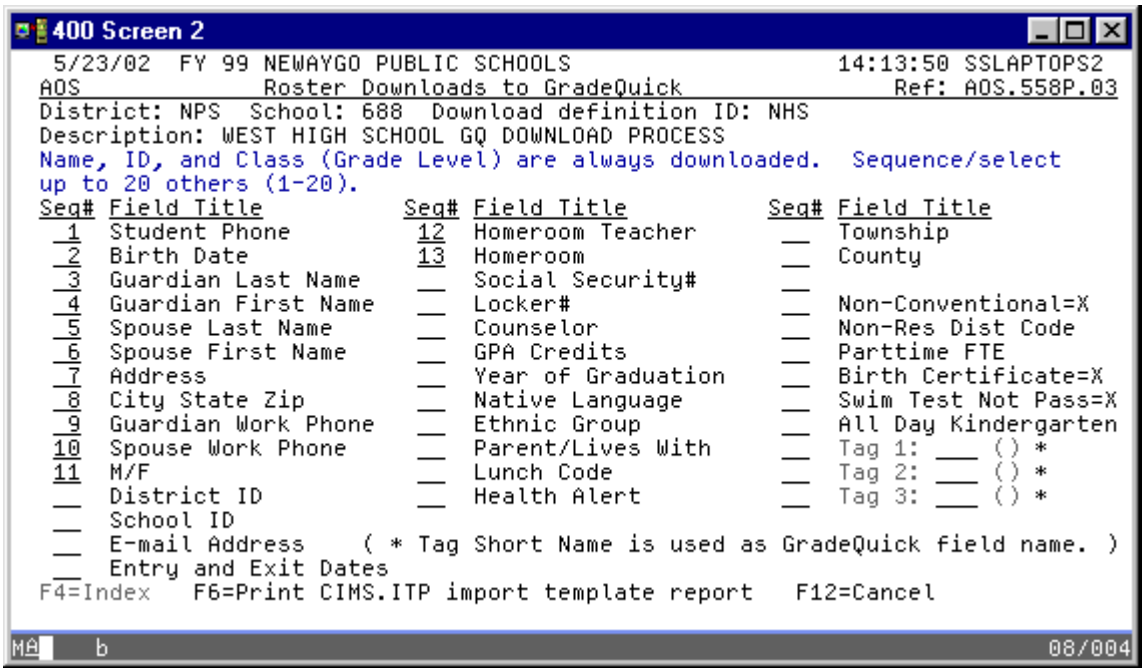


6. Fill out screen ref. AOS.558P.03 similar to the way shown below.

Notes

- **Important:** If you select any fields other than the 13 listed below, or change the order in which they are selected, you must change the *Auto Import Template* on the GradeQuick System Information screen to **cims-auto.itp** (instead of cims.itp).
- In order for other fields to load into GradeQuick, there needs to be a corresponding *Student Information* field in GradeQuick. While many common field names are pre-loaded in GradeQuick, you may need to add some of your own. This is a fairly easy process; see the *Customizing GradeQuick* section of the GradeQuick Site License Notebook for more information.



7. Fill out screen ref. AOS.558P.04 similar to the way shown below:

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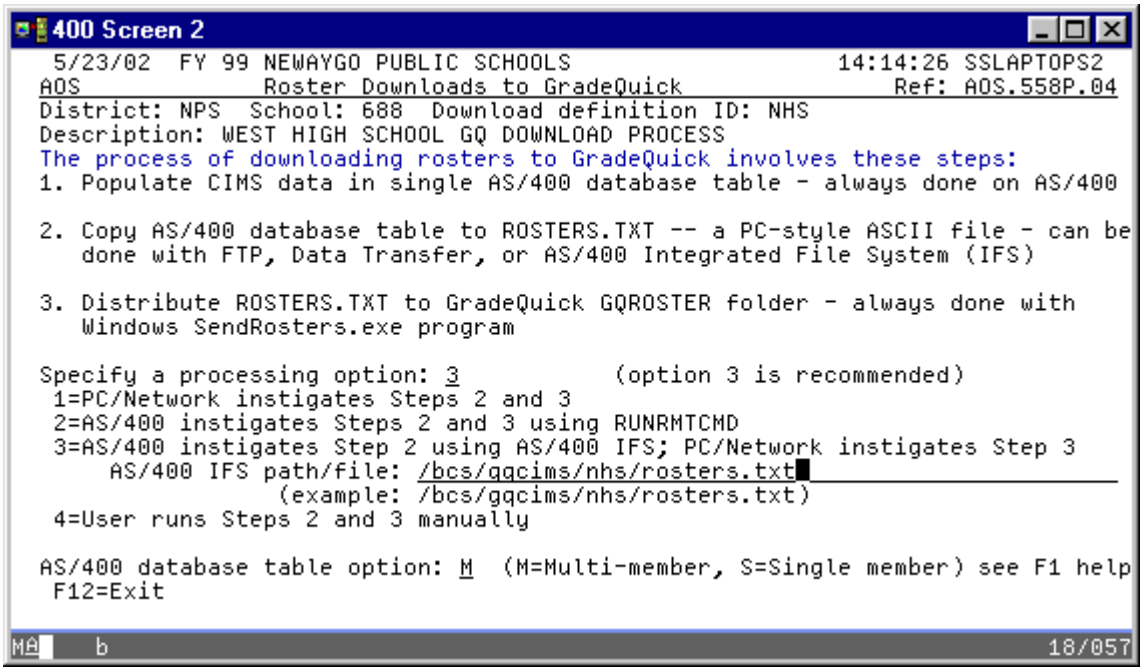
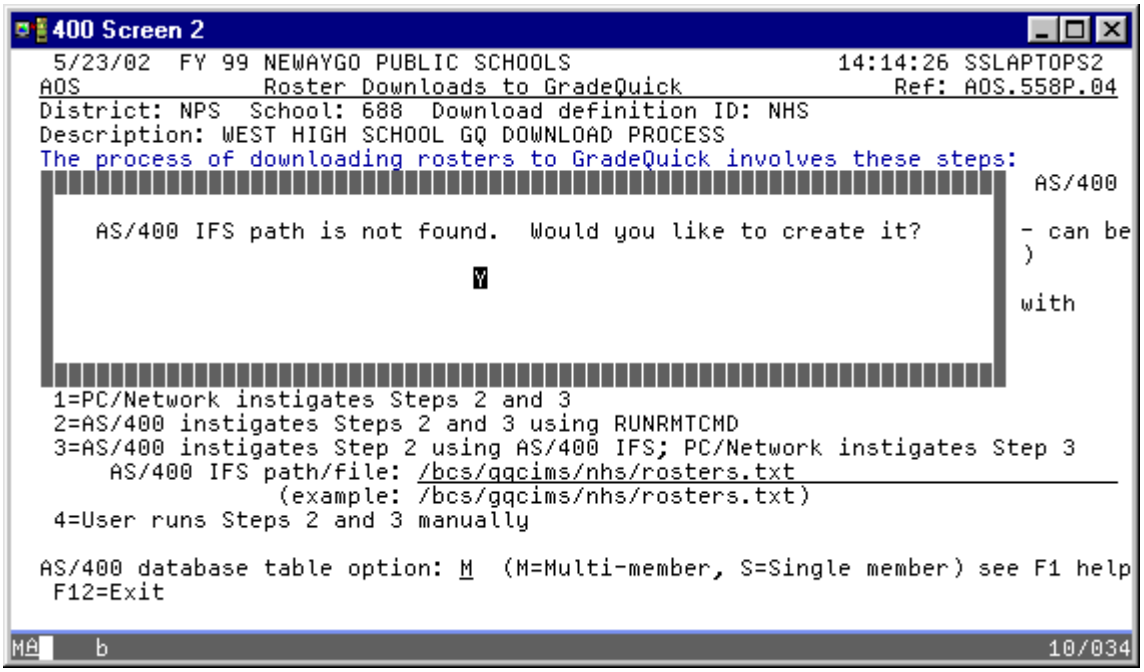

400 Screen 2
5/23/02 FY 99 NEWAYGO PUBLIC SCHOOLS 14:14:26 SSLAPTOPS2
AOS Roster Downloads to GradeQuick Ref: AOS.558P.04
District: NPS School: 688 Download definition ID: NHS
Description: WEST HIGH SCHOOL GQ DOWNLOAD PROCESS
The process of downloading rosters to GradeQuick involves these steps:
1. Populate CIMS data in single AS/400 database table - always done on AS/400
2. Copy AS/400 database table to ROSTERS.TXT -- a PC-style ASCII file - can be done with FTP, Data Transfer, or AS/400 Integrated File System (IFS)
3. Distribute ROSTERS.TXT to GradeQuick GQROSTER folder - always done with Windows SendRosters.exe program
Specify a processing option: 3 (option 3 is recommended)
1=PC/Network instigates Steps 2 and 3
2=AS/400 instigates Steps 2 and 3 using RUNRMTCMD
3=AS/400 instigates Step 2 using AS/400 IFS; PC/Network instigates Step 3
AS/400 IFS path/file: /bcs/gqcims/nhs/rosters.txt
(example: /bcs/gqcims/nhs/rosters.txt)
4=User runs Steps 2 and 3 manually
AS/400 database table option: M (M=Multi-member, S=Single member) see F1 help
F12=Exit
MA b 18/057

8. If *processing option* 3 is specified and the *AS/400 IFS path* does not exist, you will be prompted to create it. It is recommend that you do, as shown below:


400 Screen 2
5/23/02 FY 99 NEWAYGO PUBLIC SCHOOLS 14:14:26 SSLAPTOPS2
AOS Roster Downloads to GradeQuick Ref: AOS.558P.04
District: NPS School: 688 Download definition ID: NHS
Description: WEST HIGH SCHOOL GQ DOWNLOAD PROCESS
The process of downloading rosters to GradeQuick involves these steps:
AS/400
AS/400 IFS path is not found. Would you like to create it?
- can be
)
Y
with
1=PC/Network instigates Steps 2 and 3
2=AS/400 instigates Steps 2 and 3 using RUNRMTCMD
3=AS/400 instigates Step 2 using AS/400 IFS; PC/Network instigates Step 3
AS/400 IFS path/file: /bcs/gqcims/nhs/rosters.txt
(example: /bcs/gqcims/nhs/rosters.txt)
4=User runs Steps 2 and 3 manually
AS/400 database table option: M (M=Multi-member, S=Single member) see F1 help
F12=Exit
MA b 10/034

9. Fill out screen ref. AOS.558P.05 similar to the way shown below. For now, do not activate unattended processing.

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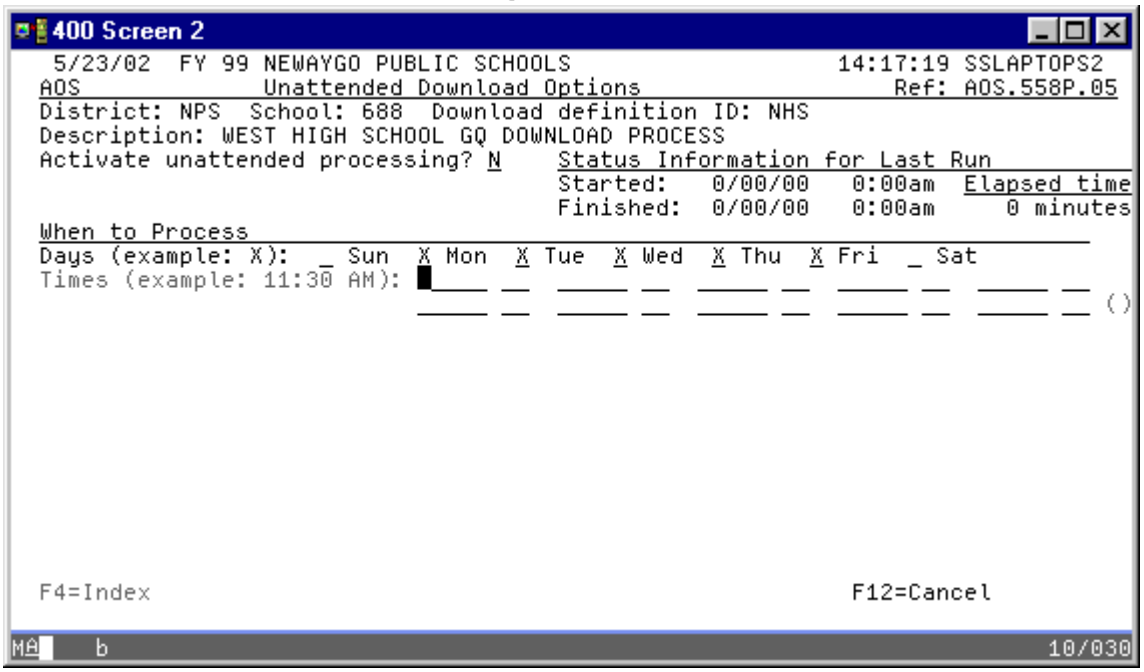
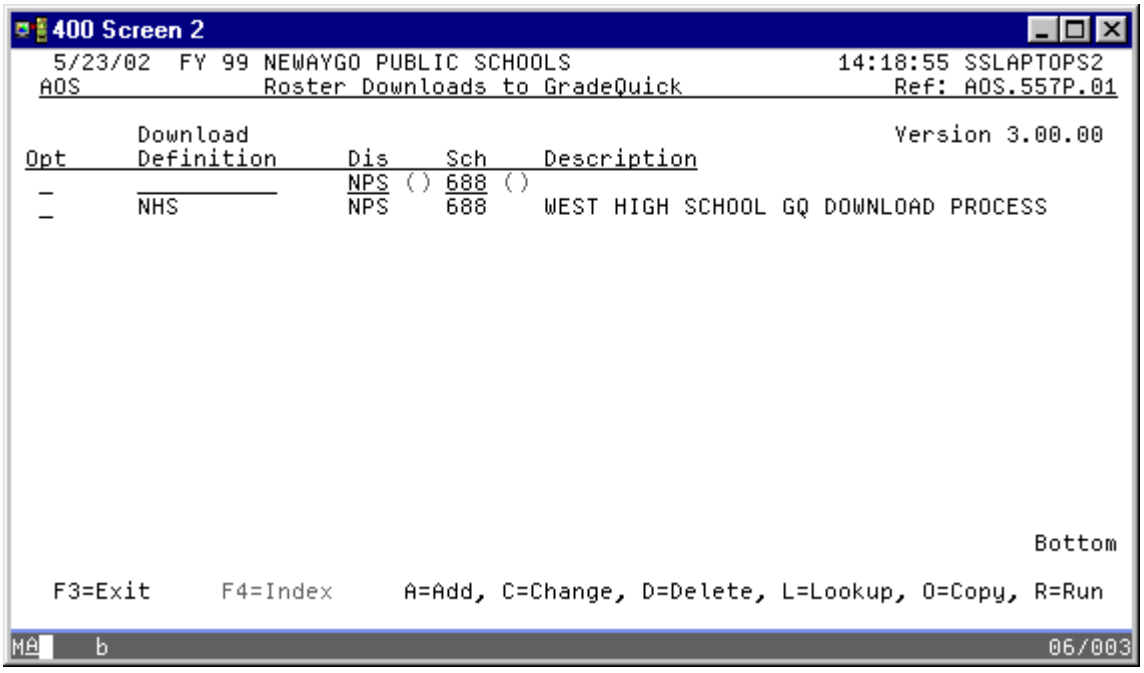

400 Screen 2
5/23/02 FY 99 NEWAYGO PUBLIC SCHOOLS 14:17:19 SSLAPTOPS2
AOS Unattended Download Options Ref: AOS.558P.05
District: NPS School: 688 Download definition ID: NHS
Description: WEST HIGH SCHOOL GQ DOWNLOAD PROCESS
Activate unattended processing? N
Status Information for Last Run
Started: 0/00/00 0:00am Elapsed time
Finished: 0/00/00 0:00am 0 minutes
When to Process
Days (example: X): _ Sun X Mon X Tue X Wed X Thu X Fri _ Sat
Times (example: 11:30 AM):
F4=Index
F12=Cancel
MA b
10/030

10. Screen ref. AOS.557P.01 will be displayed as shown below:


400 Screen 2
5/23/02 FY 99 NEWAYGO PUBLIC SCHOOLS 14:18:55 SSLAPTOPS2
AOS Roster Downloads to GradeQuick Ref: AOS.557P.01
Version 3.00.00
Opt Download Definition Dis Sch Description
NPS () 688 ()
NHS NPS 688 WEST HIGH SCHOOL GQ DOWNLOAD PROCESS
Bottom
F3=Exit F4=Index A=Add, C=Change, D=Delete, L=Lookup, O=Copy, R=Run
MA b
06/003

11. Congratulations. You have successfully created a *roster download definition*. Press F3 to exit this program.

RUN MANUAL DOWNLOAD – AS/400

1. Start the *Roster Downloads to GradeQuick* program (item AOS.557 on menu AOS600):

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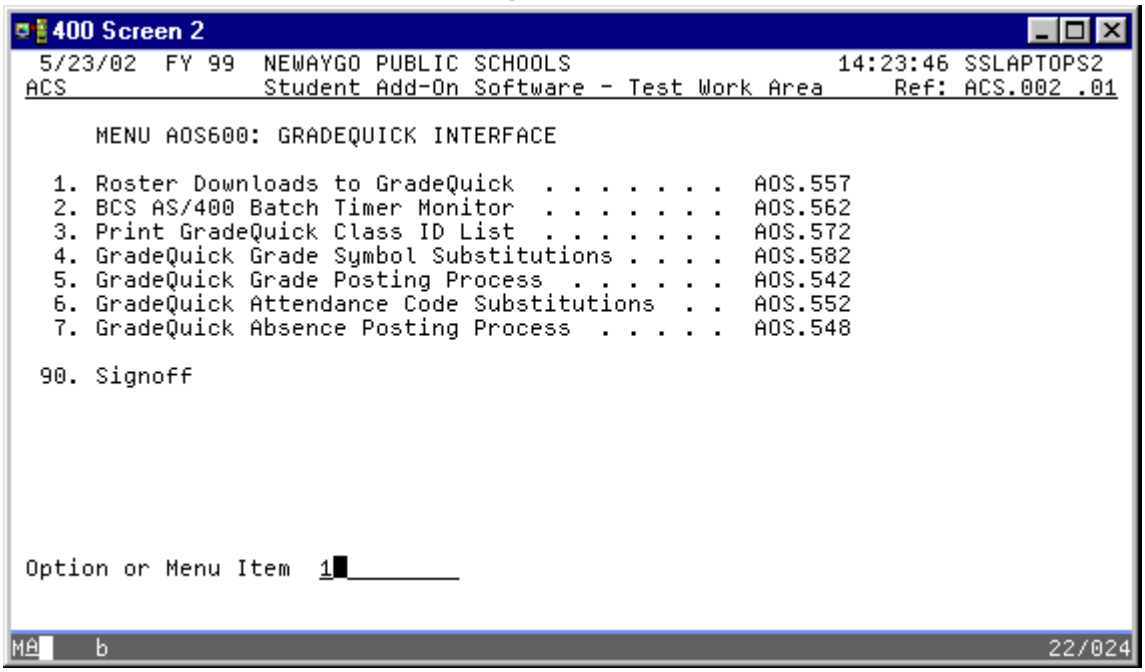
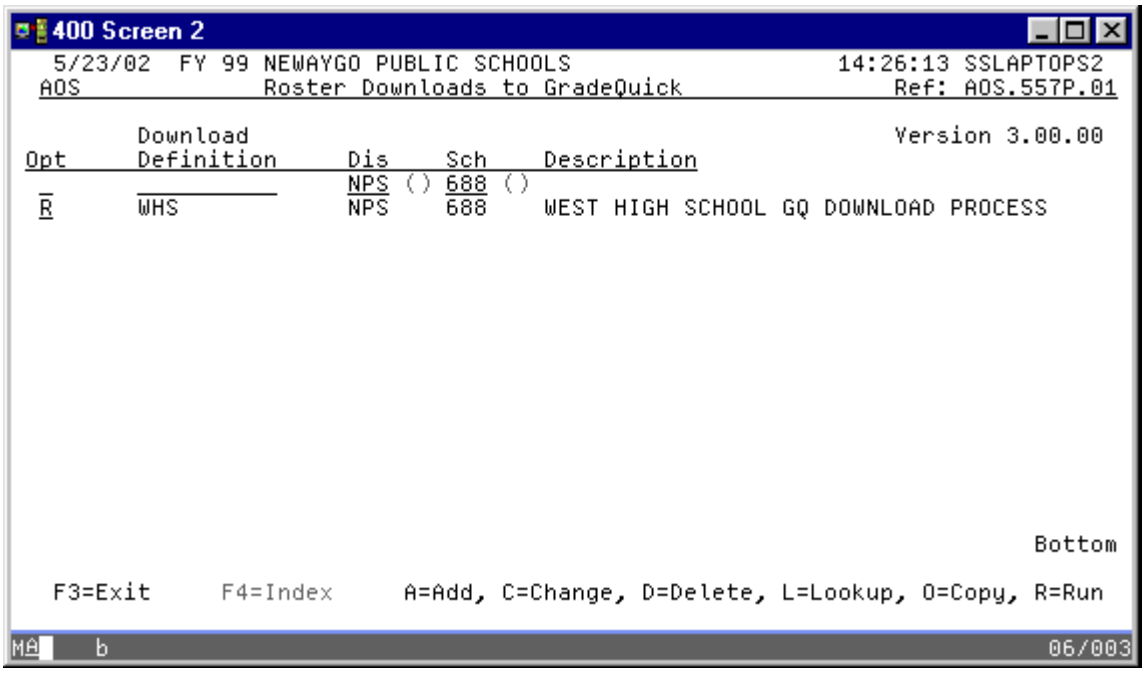

400 Screen 2
5/23/02 FY 99 NEWAYGO PUBLIC SCHOOLS 14:23:46 SSLAPTOPS2
ACS Student Add-On Software - Test Work Area Ref: ACS.002 .01
MENU AOS600: GRADEQUICK INTERFACE
1. Roster Downloads to GradeQuick AOS.557
2. BCS AS/400 Batch Timer Monitor AOS.562
3. Print GradeQuick Class ID List AOS.572
4. GradeQuick Grade Symbol Substitutions AOS.582
5. GradeQuick Grade Posting Process AOS.542
6. GradeQuick Attendance Code Substitutions . . AOS.552
7. GradeQuick Absence Posting Process AOS.548
90. Signoff
Option or Menu Item 1
MA b 22/024

2. Run a download process by keying an *R* option to the left of the desired download definition and pressing Enter, as shown below:


400 Screen 2
5/23/02 FY 99 NEWAYGO PUBLIC SCHOOLS 14:26:13 SSLAPTOPS2
AOS Roster Downloads to GradeQuick Ref: AOS.557P.01
Version 3.00.00
Opt Download Definition Dis Sch Description
NPS () 688 ()
R WHS NPS 688 WEST HIGH SCHOOL GQ DOWNLOAD PROCESS
Bottom
F3=Exit F4=Index A=Add, C=Change, D=Delete, L=Lookup, O=Copy, R=Run
MA b 06/003

3. While the rosters are being prepared and downloaded to the AS/400 IFS folder specified, a screen like the following will be shown:

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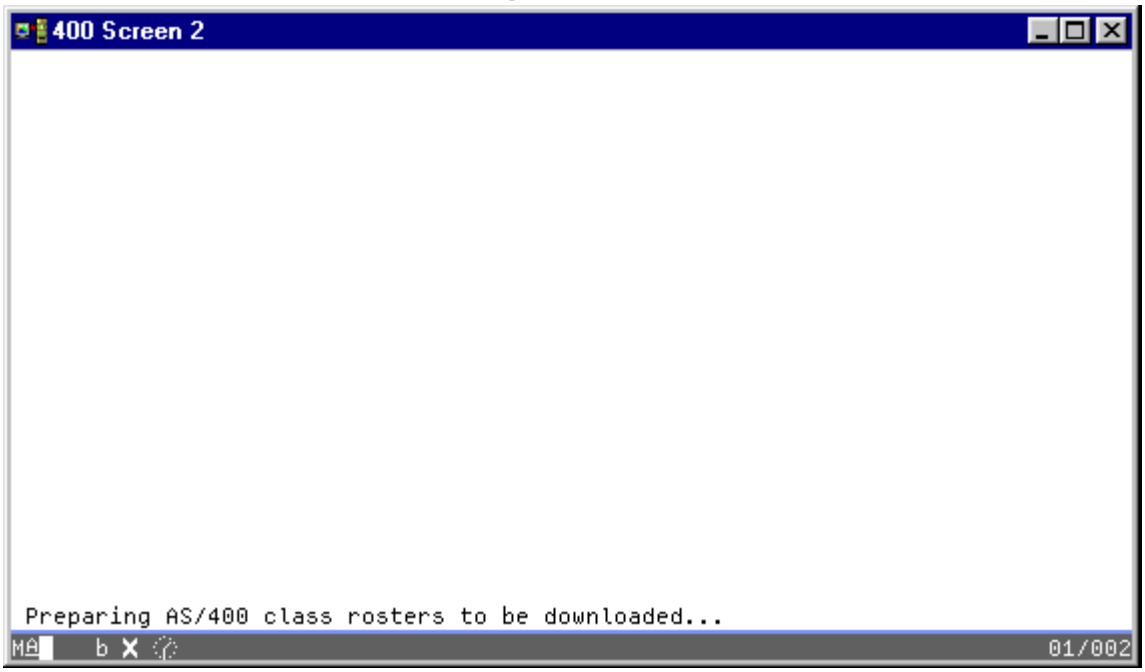
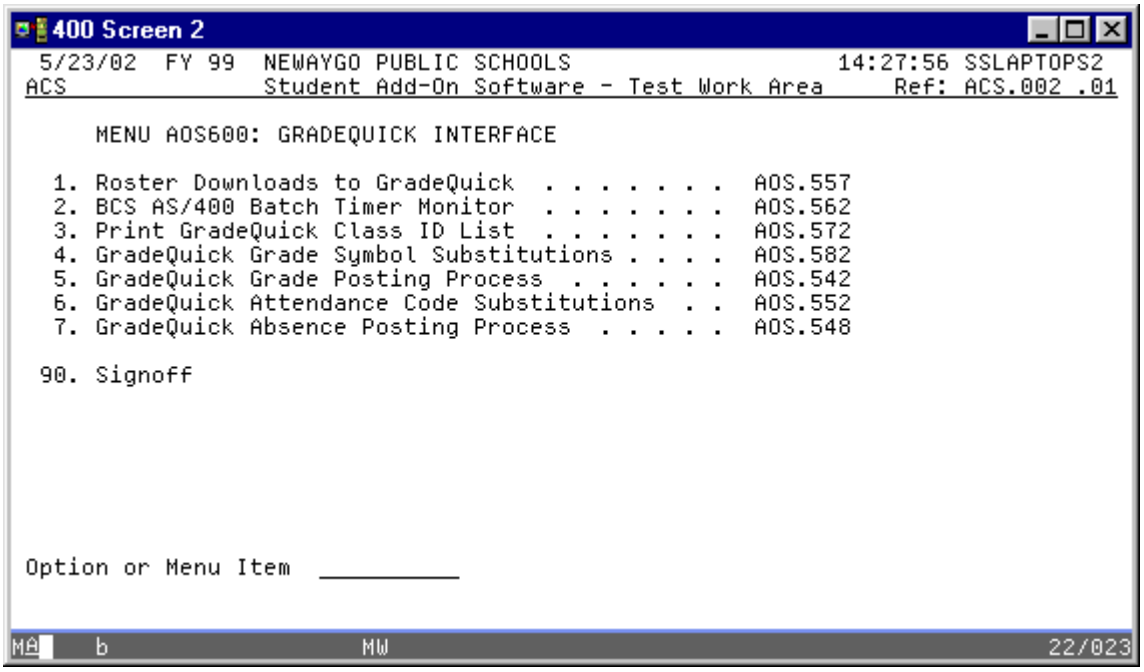


4. When the process has finished, the menu will be re-displayed as shown below:


400 Screen 2
5/23/02 FY 99 NEWAYGO PUBLIC SCHOOLS 14:27:56 SSLAPTOPS2
ACS Student Add-On Software - Test Work Area Ref: ACS.002 .01
MENU AOS600: GRADEQUICK INTERFACE
1. Roster Downloads to GradeQuick AOS.557
2. BCS AS/400 Batch Timer Monitor AOS.562
3. Print GradeQuick Class ID List AOS.572
4. GradeQuick Grade Symbol Substitutions AOS.582
5. GradeQuick Grade Posting Process AOS.542
6. GradeQuick Attendance Code Substitutions . . AOS.552
7. GradeQuick Absence Posting Process AOS.548
90. Signoff
Option or Menu Item
MA b MW
22/023

RELATED GRADEQUICK SETTINGS - PC

See the GradeQuick Site License Notebook for more information on how to access and change the settings mentioned below, if necessary.

- **System Information Fields**
  - *Auto Import Template* – standard value is **CIMS.ITP**. If you selected fields other than the 13 defaults, or re-ordered them on screen ref. AOS.558P.03, you'll need to change this to **CIMS-AUTO.ITP**
  - *Auto Import Directory* – this should point to the GQROSTER folder within GradeQuick's GQWIN folder on your network. Example: **g:\gqwin\gqroster**

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- *Auto Import Extension* – this should be blank

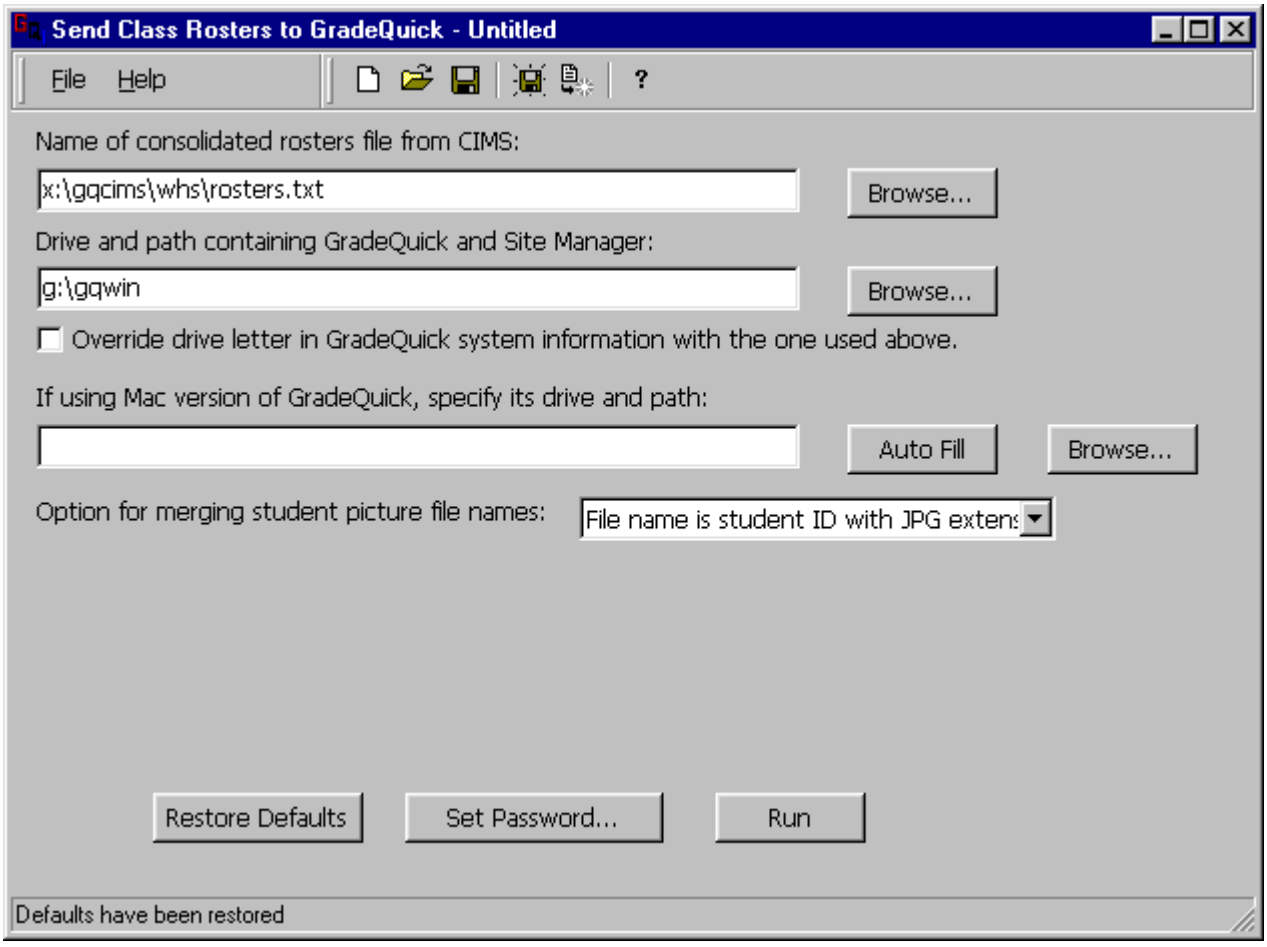
- **Class Information Fields** – shouldn't need to be changed; shipped values should be good
- **Student Information Fields** – if you selected fields other than the 13 defaults or re-ordered them on screen ref. AOS.558P.03, you'll need to add field names if not already present.

SETUP "SEND ROSTERS" PROGRAM – PC

1. Start the *SendRosters.exe* program in the GQCIMS folder on the network or AS/400 IFS. Set the values similar to those shown below:

Notes

- Field/component-level help text is available by clicking the **?** symbol and then clicking the desired field or component. (Turn off the help pointer by clicking the **?** symbol again.)
- The *Name of consolidated rosters file from CIMS* should refer to the same file as the *AS/400 IFS path/file* entered on screen ref. AOS.558P.04 in the *Roster Downloads to GradeQuick* program (item AOS.557 on menu AOS600).


Send Class Rosters to GradeQuick - Untitled
File
Help
?
Name of consolidated rosters file from CIMS:
x:\gqcims\whs\rosters.txt
Browse...
Drive and path containing GradeQuick and Site Manager:
g:\gqwin
Browse...
Override drive letter in GradeQuick system information with the one used above.
If using Mac version of GradeQuick, specify its drive and path:
Auto Fill
Browse...
Option for merging student picture file names:
File name is student ID with JPG exten
Restore Defaults
Set Password...
Run
Defaults have been restored

Sending student picture file names to GradeQuick for the Seating Chart

As individual roster files are being created, student picture file names can be merged into the records so that pictures can be viewed in the seating charts with very little effort. Some pre-requisite work is required in order for you to be able to take advantage of the merge picture file names option. You must do the following:

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- Create/enable a network directory containing an image file for each student, preferably in JPG format or another GradeQuick-compatible format (see GradeQuick documentation). Some picture vendors sequentially number their utility-created picture files, such as the following example shows:

  1.JPG, 2.JPG, 3.JPG, 4.JPG, etc.

  Some vendors allow you to assign the CIMS student ID number as the picture file name. This is preferred.

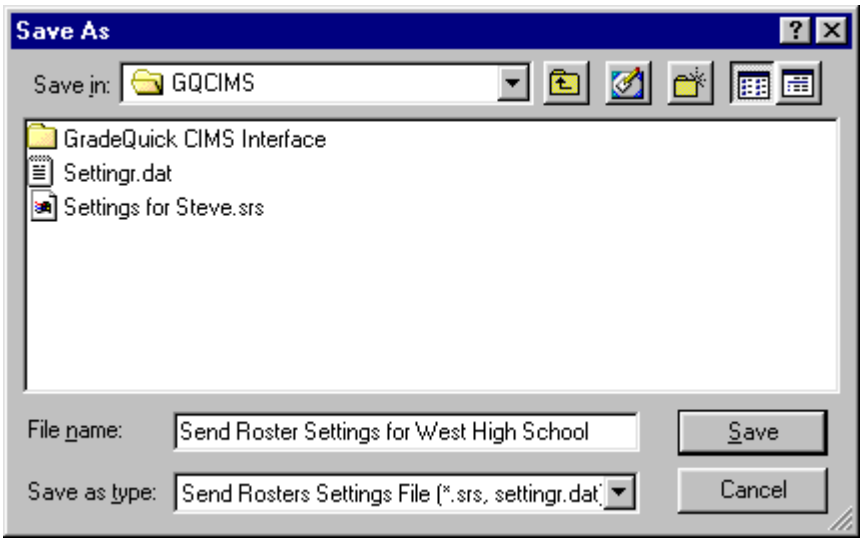
- If you can't get your pictures named with student ID numbers, an alternative is to create/enable a comma-delimited, ASCII text file which provides a cross-reference between the CIMS Student ID and the picture file name which corresponds to that student. An example would be:

  "9762","1.BMP"
  "537","2.BMP"
  "194221","535.BMP"
  "20781","79.BMP"

- Choose an appropriate *Option for merging student picture file names*.

2. Choose these menu items: *File* > *Save As*

   Notes
   - Choose an appopriate file name.
   - If multiple schools will share the same folder (\GQCIMS) then including the school name in the file name is recommended.
   - If multiple people will have access to the same folder (\GQCIMS) then setting a password on each file may be a good idea. Password-protected files cannot be opened without supplying the correct password.



3. Click the *Save* button.
4. Close the program by clicking these menu items: *File* > *Exit*

RUN "SEND ROSTERS" PROGRAM – PC

1. Start the *SendRosters.exe* program in the GQCIMS folder on the network or AS/400 IFS. The settings file you last used should automatically open and be displayed, as shown below:

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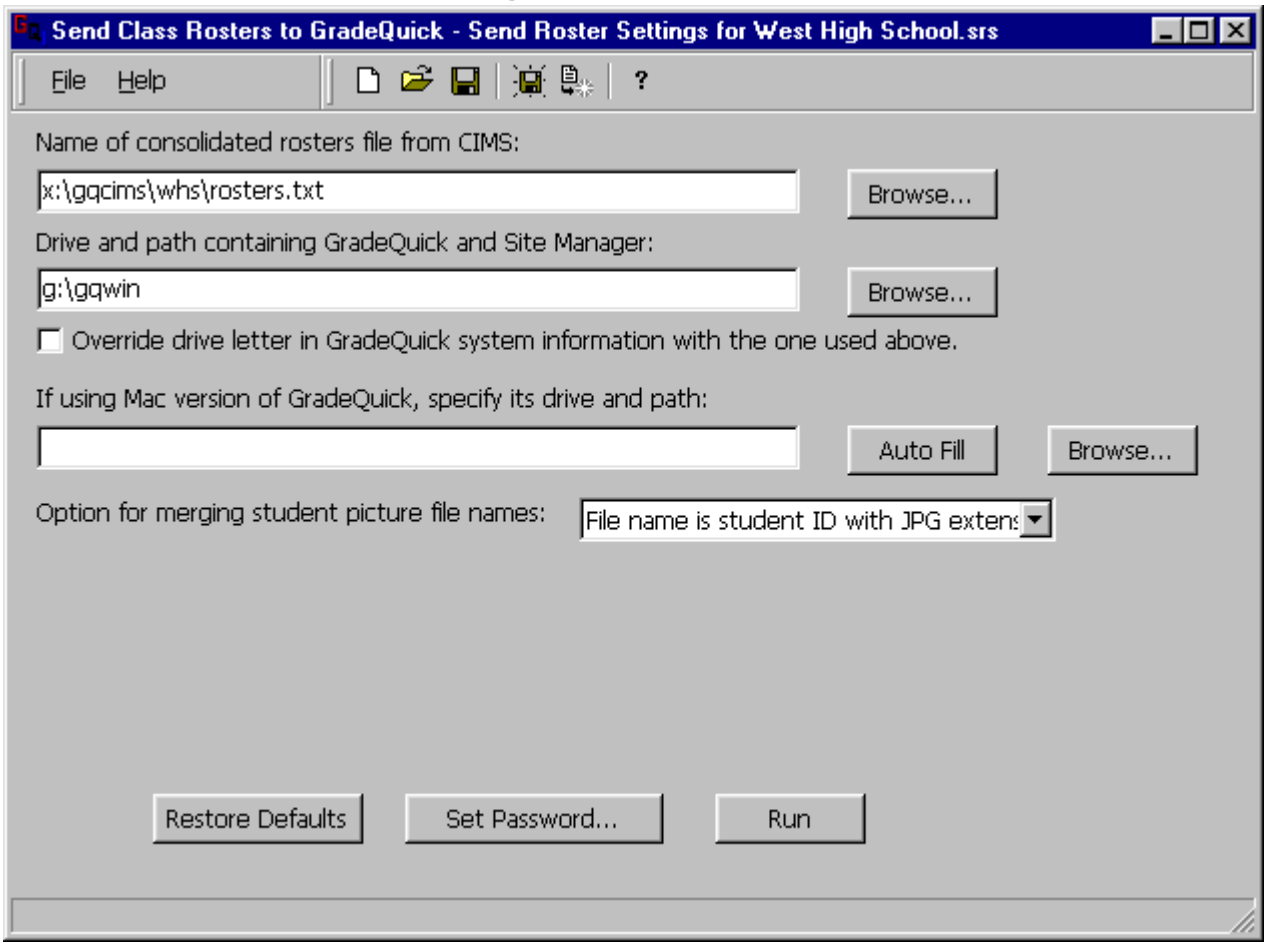
Send Class Rosters to GradeQuick - Send Roster Settings for West High School.srs
File
Help
Name of consolidated rosters file from CIMS:
x:\gqcims\whs\rosters.txt
Browse...
Drive and path containing GradeQuick and Site Manager:
g:\gqwin
Browse...
Override drive letter in GradeQuick system information with the one used above.
If using Mac version of GradeQuick, specify its drive and path:
Auto Fill
Browse...
Option for merging student picture file names:
File name is student ID with JPG extens
Restore Defaults
Set Password...
Run

2. Click the *Run* button in the lower right corner.
3. The status bar at the bottom of the screen will display notes and a final statement similar to the following: **Send process has completed. *n* total rosters sent**.
4. Close the program by clicking these menu items: *File* > *Exit*

SETUP UNATTENDED DOWNLOAD – AS/400 AND PC

Overview

The unattended download process needs to accomplish the same steps (below) as the manual download process, except without user intervention and on a scheduled basis:

1. Prepare the *rosters database table* on the AS/400 (ADDONSTU/PAOS595)
2. Copy/convert the *rosters database table* to a PC-style ASCII file (ROSTERS.TXT)
3. Send/distribute the ROSTERS.TXT file to the \GQWIN\GQROSTER folder

The first two steps can be done entirely on the AS/400. The third step is most easily done on a PC. See the *AS/400 Setup* and *PC Setup* sections below.

AS/400 Setup

1. Start the *Roster Downloads to GradeQuick* program (item AOS.557 on menu AOS600) as shown below:

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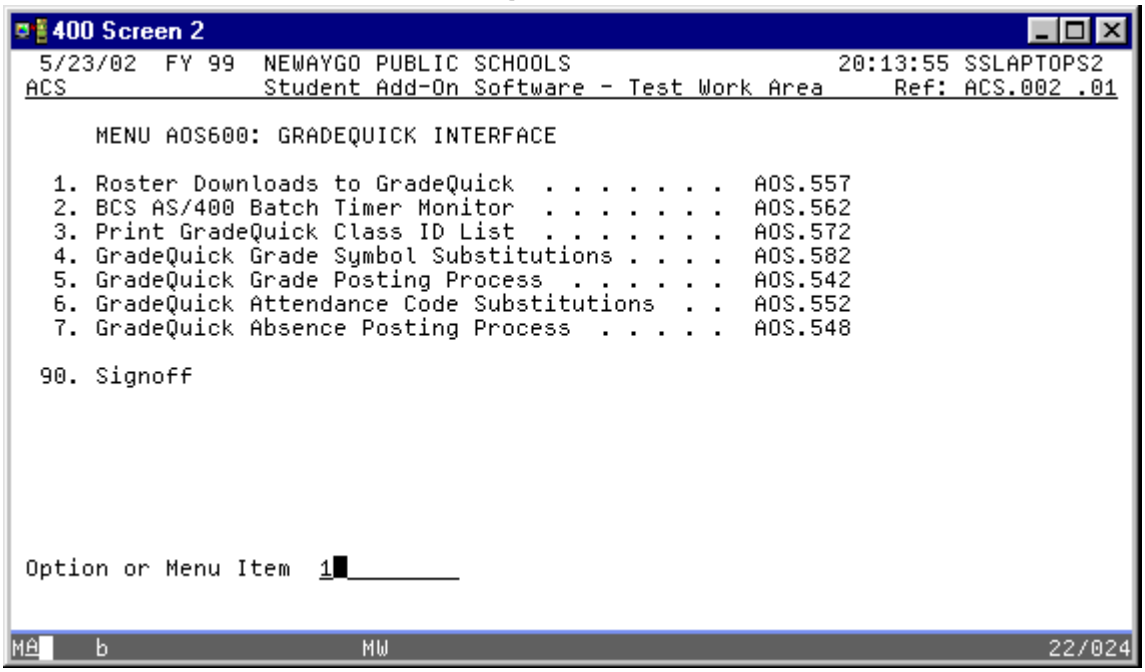
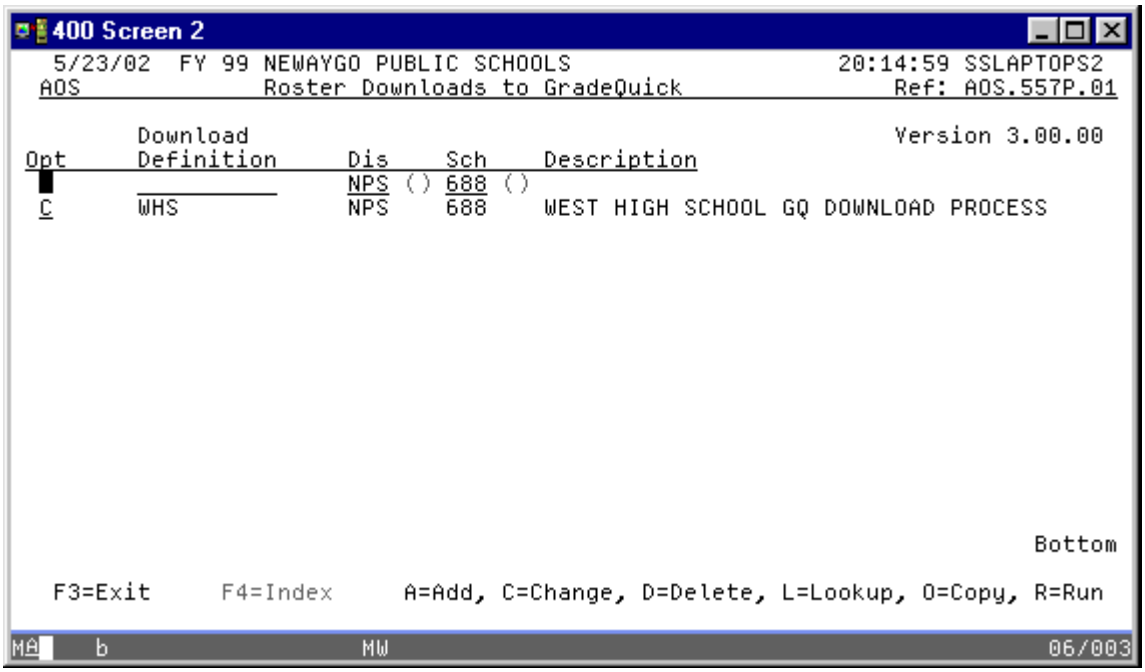

400 Screen 2
5/23/02 FY 99 NEWAYGO PUBLIC SCHOOLS 20:13:55 SSLAPTOPS2
ACS Student Add-On Software - Test Work Area Ref: ACS.002 .01
MENU AOS600: GRADEQUICK INTERFACE
1. Roster Downloads to GradeQuick AOS.557
2. BCS AS/400 Batch Timer Monitor AOS.562
3. Print GradeQuick Class ID List AOS.572
4. GradeQuick Grade Symbol Substitutions AOS.582
5. GradeQuick Grade Posting Process AOS.542
6. GradeQuick Attendance Code Substitutions . . AOS.552
7. GradeQuick Absence Posting Process AOS.548
90. Signoff
Option or Menu Item 1
MA b MW 22/024

2. Specify option *C* (change) to the left of the desired download definition and press Enter, as shown below:


400 Screen 2
5/23/02 FY 99 NEWAYGO PUBLIC SCHOOLS 20:14:59 SSLAPTOPS2
AOS Roster Downloads to GradeQuick Ref: AOS.557P.01
Download Version 3.00.00
Opt Definition Dis Sch Description
NPS () 688 ()
C WHS NPS 688 WEST HIGH SCHOOL GQ DOWNLOAD PROCESS
Bottom
F3=Exit F4=Index A=Add, C=Change, D=Delete, L=Lookup, O=Copy, R=Run
MA b MW 06/003

3. Press Enter until screen ref. AOS.557P.05 is shown. Enter values on the screen similar to the ones shown below.

Notes

- When specifying *times*, use of the F4 Index feature is recommended because it will display a schedule showing available time slots.
- Unattended processing will only occur if the *BCS AS/400 Batch Timer Monitor* program (item AOS.562 on menu AOS600) is running. That program is described in a subsequent step in this section.

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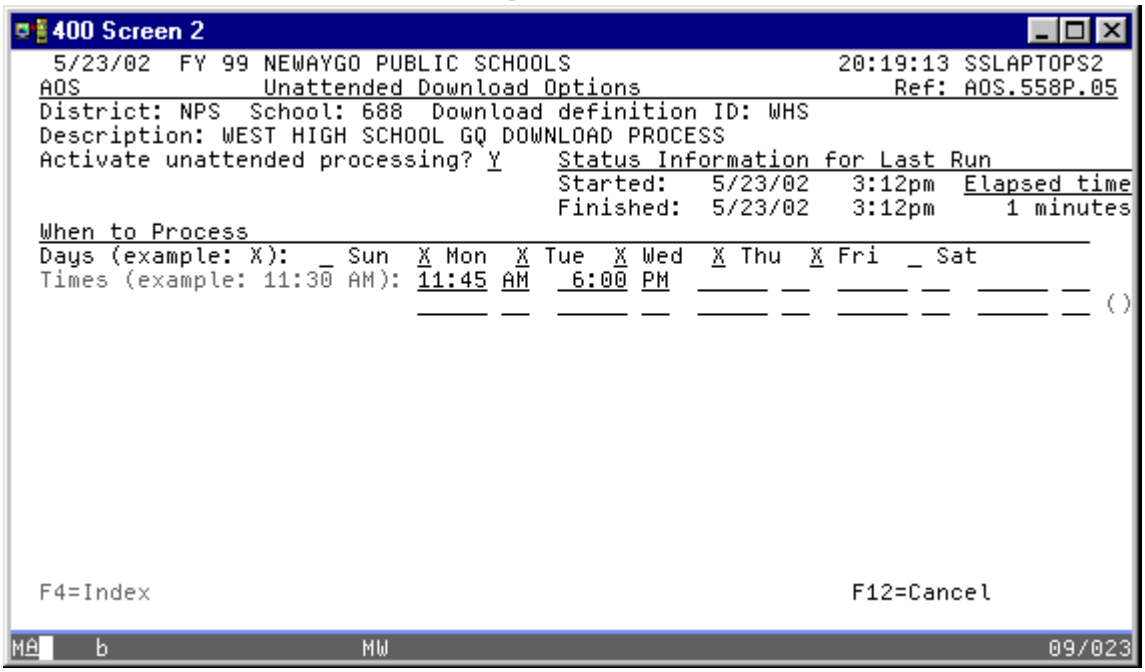
400 Screen 2
5/23/02 FY 99 NEWAYGO PUBLIC SCHOOLS 20:19:13 SSLAPTOPS2
AOS Unattended Download Options Ref: AOS.558P.05
District: NPS School: 688 Download definition ID: WHS
Description: WEST HIGH SCHOOL GQ DOWNLOAD PROCESS
Activate unattended processing? Y
Status Information for Last Run
Started: 5/23/02 3:12pm Elapsed time
Finished: 5/23/02 3:12pm 1 minutes
When to Process
Days (example: X): _ Sun X Mon X Tue X Wed X Thu X Fri _ Sat
Times (example: 11:30 AM): 11:45 AM 6:00 PM
F4=Index
F12=Cancel
MA b MW 09/023

4. Press Enter.
5. Back on screen ref. AOS.557P.01, press F3 to exit.
6. Before activating the *BCS AS/400 Batch Timer Monitor* program, you need to know, generally, what it is and how it works, so here is a brief description:

> The batch timer monitor, named *BCS_TIMER* once started, is a batch job that merely waits for about a minute, comes to attention, and then triggers other jobs if it is time to do so. Then it goes and waits again. Although *BCS_TIMER* is active all the time, most of the time it is simply waiting; so it uses very few system resources. When it triggers another job, it sends that job (in this case a roster download job) to a jobq to run independently of the *BCS_TIMER* job.
>
> The subsystem in which *BCS_TIMER* and its triggered jobs run must be configured to allow at least 2 jobs to run concurrently. If any other jobs in the subsystem are similar to *BCS_TIMER*, in that they also are "active all the time", then the number of concurrent jobs allowed must be even greater.

Because all AS/400 systems have a QBATCH subsystem, and CIMS doesn't generally use it, we recommend that you run the batch timer monitor, *BCS_TIMER*, in the QBATCH subsystem.

7. View the maximum number of simultaneous jobs that can be active in the QBATCH subsystem by entering the following AS/400 command:

WRKSBSD QBATCH

Then use option 5 to *Display* the subsystem description, and then use option 1 for *Operational Attributes*. A screen similar to the following will be shown. Make a note of *maximum jobs in subsystem*; call this **concurrent jobs limit**.

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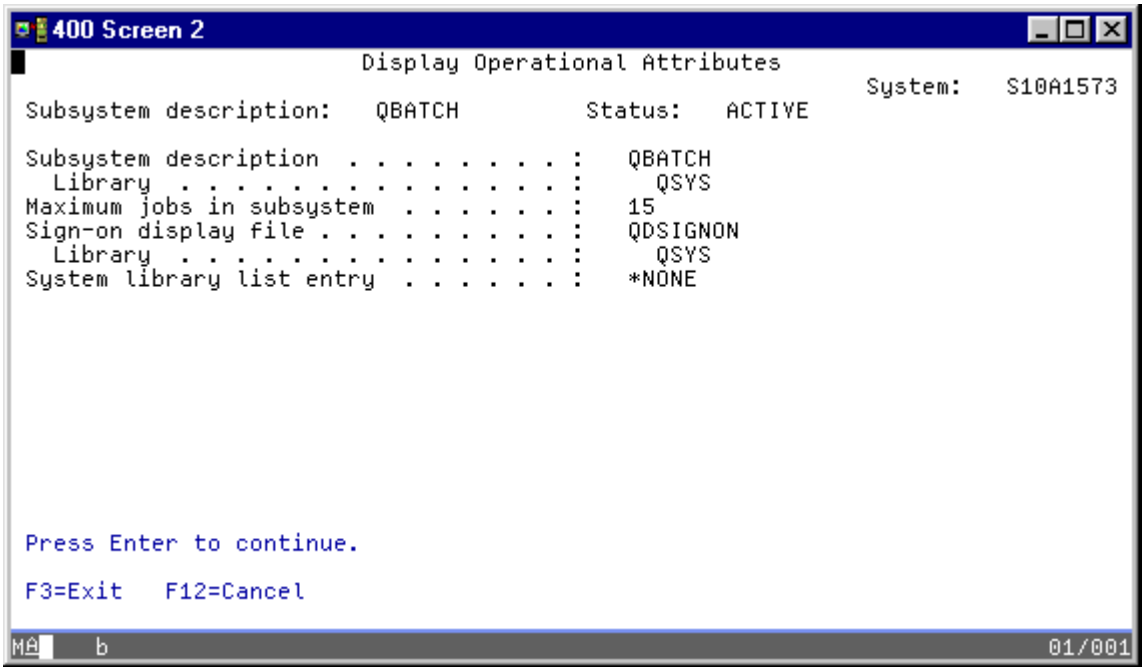
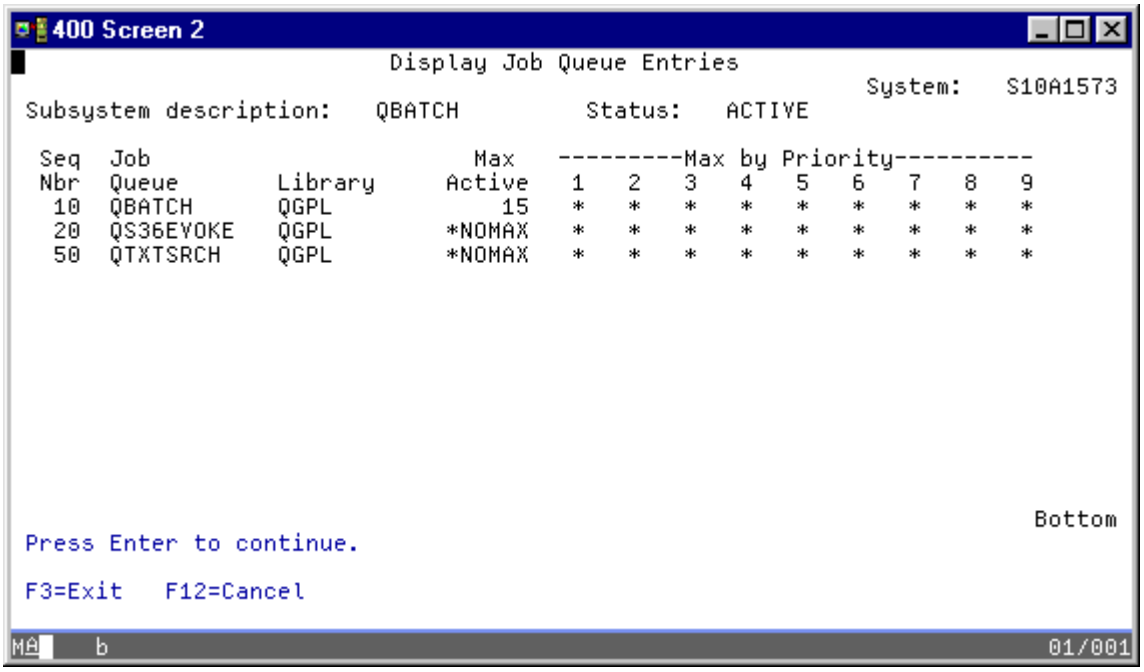

400 Screen 2
Display Operational Attributes
System: S10A1573
Subsystem description: QBATCH Status: ACTIVE
Subsystem description . . . . . : QBATCH
Library . . . . . : QSYS
Maximum jobs in subsystem . . . . . : 15
Sign-on display file . . . . . : QDSIGNON
Library . . . . . : QSYS
System library list entry . . . . . : *NONE
Press Enter to continue.
F3=Exit F12=Cancel
MA b 01/001

8. View the maximum number of jobs that can feed into the QBATCH subsystem from the QBATCH job queue by pressing Enter on the *Display Operational Attributes* screen (above) and then selecting option 6 -- *Job Queue Entries*. A screen similar to the following is shown. Make a note of the *Max Active* column for the QBATCH job queue; call this ***job queue feed limit***.


400 Screen 2
Display Job Queue Entries
System: S10A1573
Subsystem description: QBATCH Status: ACTIVE
Seq Job Max ---------Max by Priority----------
Nbr Queue Library Active 1 2 3 4 5 6 7 8 9
10 QBATCH QGPL 15 * * * * * * * * *
20 QS36EVOKE QGPL *NOMAX * * * * * * * * *
50 QTXTSRCH QGPL *NOMAX * * * * * * * * *
Bottom
Press Enter to continue.
F3=Exit F12=Cancel
MA b 01/001

9. If the **concurrent jobs limit** is less than 2, use the following command to increase it:

CHGSBSD SBSD(QSYS/QBATCH) MAXJOBS(2)

10. If the **job queue feed limit** is less than 2, use the following command to increase it:

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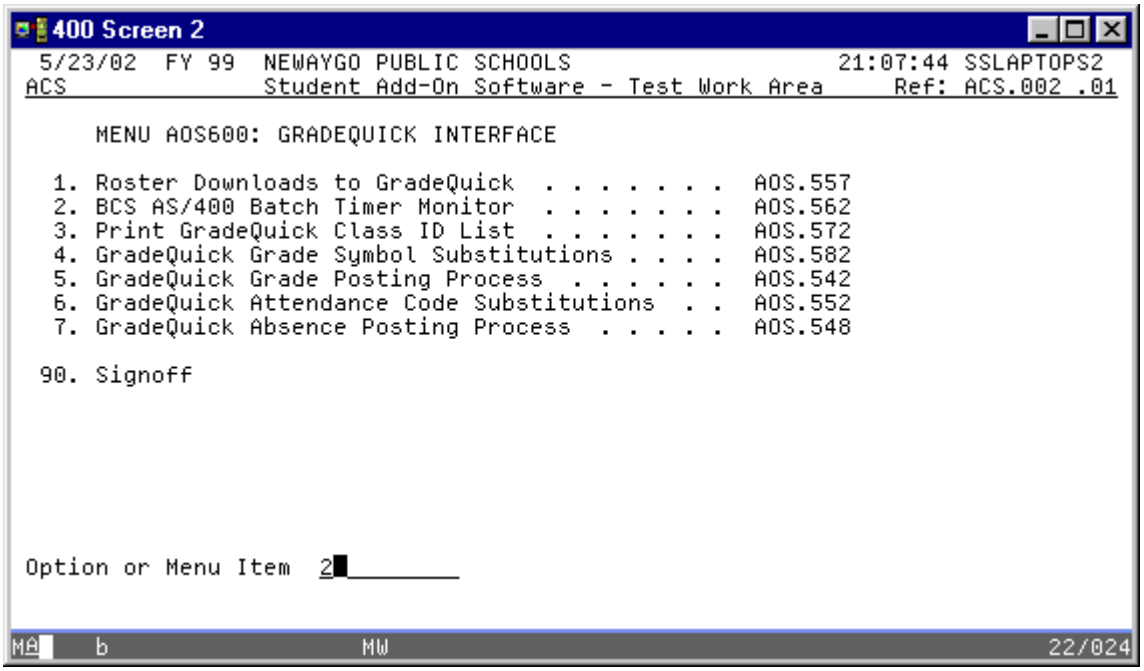
CHGJOBQE SBSD(QBATCH) JOBQ(QBATCH) MAXACT(2)

11. Make note of the following issues:

- The *BCS_TIMER* job will most likely run 24 hours a day, 7 days a week. If your subsystems are ended for some reason, the job will need to be restarted.
- You can start the AS/400 batch timer job either via menu item AOS.557 on menu AOS600 or via the following AS/400 command:
  CALL PGM(ADDONSTU/AOS562SC)
- If you place the above command in your AS/400 startup program, the BCS_TIMER job will be started during IPL.

12. Start the *BCS AS/400 Batch Timer Monitor* program (item AOS.562 on menu AOS600) as shown below:


400 Screen 2
5/23/02 FY 99 NEWAYGO PUBLIC SCHOOLS 21:07:44 SSLAPTOPS2
ACS Student Add-On Software - Test Work Area Ref: ACS.002 .01
MENU AOS600: GRADEQUICK INTERFACE
1. Roster Downloads to GradeQuick AOS.557
2. BCS AS/400 Batch Timer Monitor AOS.562
3. Print GradeQuick Class ID List AOS.572
4. GradeQuick Grade Symbol Substitutions AOS.582
5. GradeQuick Grade Posting Process AOS.542
6. GradeQuick Attendance Code Substitutions . . AOS.552
7. GradeQuick Absence Posting Process AOS.548
90. Signoff
Option or Menu Item 2
MA b MW 22/024

13. Fill out the screen in a manner similar to the way shown below:

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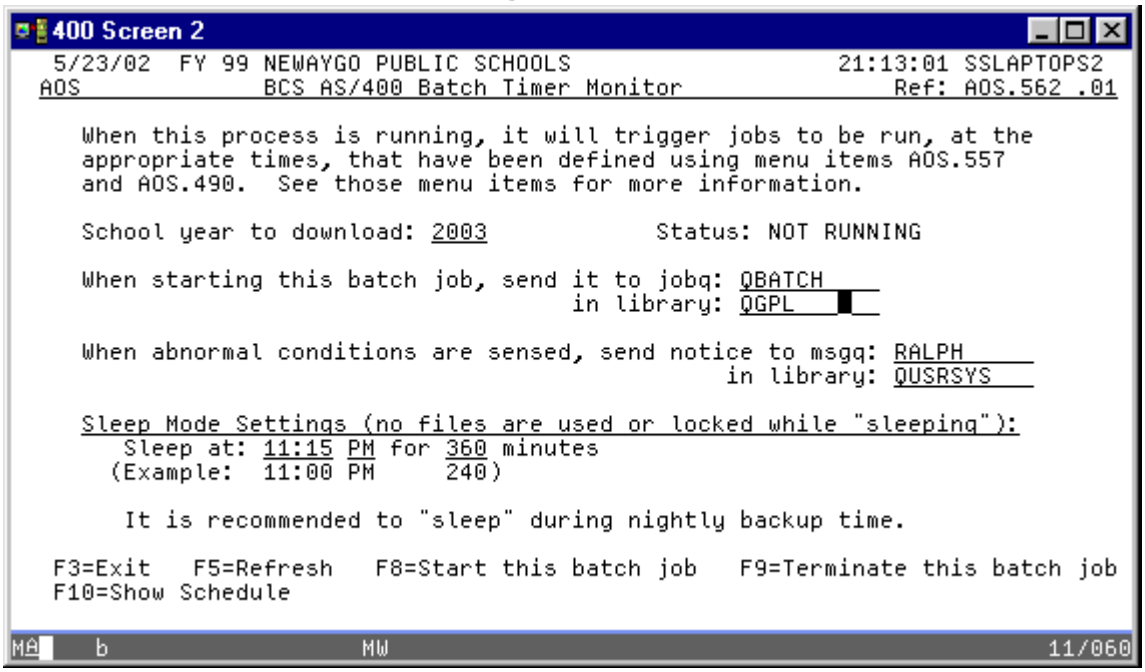
400 Screen 2
5/23/02 FY 99 NEWAYGO PUBLIC SCHOOLS 21:13:01 SSLAPTOPS2
AOS BCS AS/400 Batch Timer Monitor Ref: AOS.562 .01
When this process is running, it will trigger jobs to be run, at the appropriate times, that have been defined using menu items AOS.557 and AOS.490. See those menu items for more information.
School year to download: 2003 Status: NOT RUNNING
When starting this batch job, send it to jobq: QBATCH
in library: QGPL
When abnormal conditions are sensed, send notice to msgq: RALPH
in library: QUSRSYS
Sleep Mode Settings (no files are used or locked while "sleeping"):
Sleep at: 11:15 PM for 360 minutes
(Example: 11:00 PM 240)
It is recommended to "sleep" during nightly backup time.
F3=Exit F5=Refresh F8=Start this batch job F9=Terminate this batch job
F10=Show Schedule
MA b MW 11/060

14. Press F8 to start the job. (*BCS_TIMER* will become active in subsystem QBATCH.)
15. Press F3 to exit.

PC Setup

On a PC (or server) that has drive mappings to the AS/400 IFS share and to the GradeQuick share, use the Windows Task Scheduler to run the *Send Rosters* program periodically.

The example in the following steps assumes that drive **X:** is mapped to the **BCS** share on the AS/400 IFS and that drive **G:** is mapped to a share named **GradeQk** (or the parent folder to the **GQWIN** folder on the network). The goal in the example is to move the following file:

X:\GQCIMS\WHS\ROSTERS.TXT

to the following folder, and *send/distribute* it while doing so:

G:\GQWIN\GQROSTER

The example also assumes that this step has been successfully accomplished manually as described in the *Setup "Send Rosters" Program – PC* and *Run "Send Rosters" Program – PC* sections above.

In fact, we're going to use the following *Send Roster settings file*, which we setup in that section and saved in folder **X:\GQCIMS**:

"Send Roster Settings for West High School.srs"

1. Start the Windows Task Scheduler by doing something similar to the following: Click *Start* > *Programs* > *Accessories* > *System Tools* > *Scheduled Tasks* as shown below:

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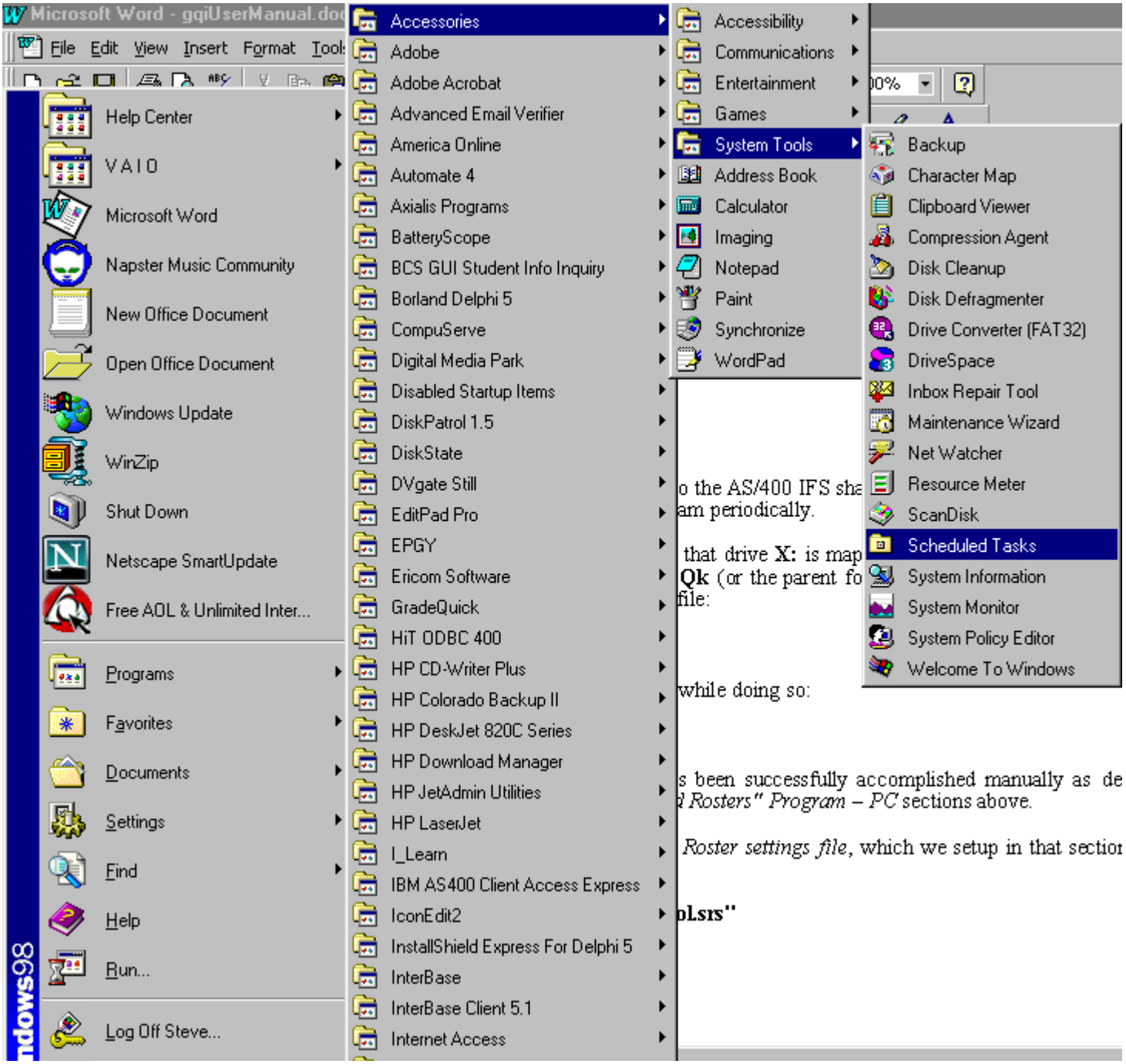

2. At the *Scheduled Tasks* window double-click *Add Scheduled Task* as shown below:

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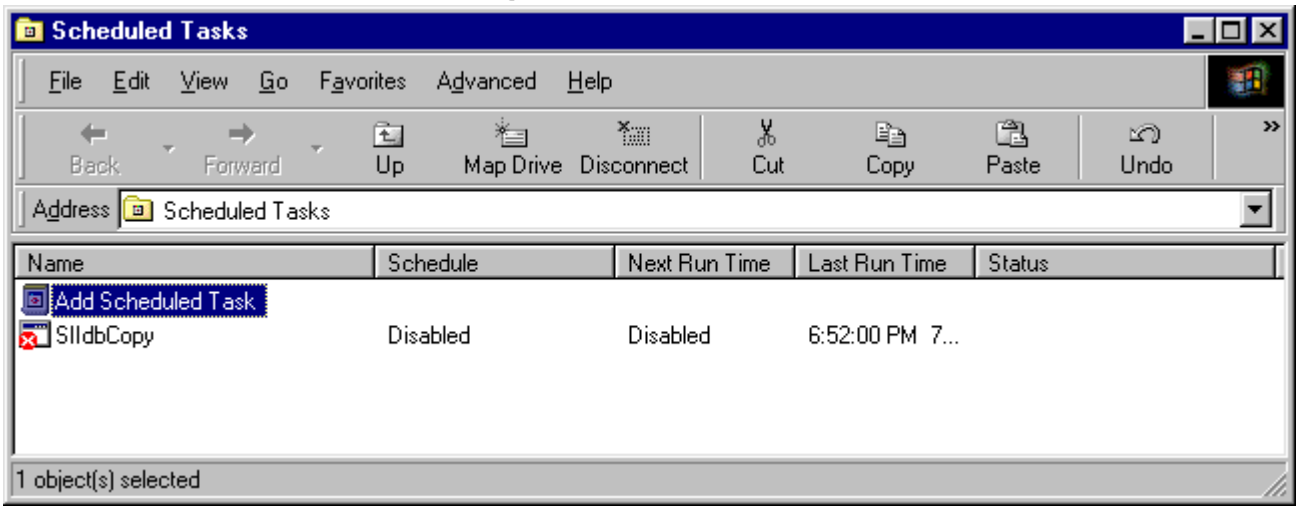
Scheduled Tasks
File Edit View Go Favorites Advanced Help
Back Forward Up Map Drive Disconnect Cut Copy Paste Undo
Address Scheduled Tasks
Name Schedule Next Run Time Last Run Time Status
Add Scheduled Task
SIIdbCopy Disabled Disabled 6:52:00 PM 7...
1 object(s) selected

3. The *Scheduled Task Wizard* starts. Click *Next*.
4. The wizard, with the following screen, requests the program you want to run. That program is the *SendRosters.exe* program in the **GQCIMS** folder.

Scheduled Task Wizard
Click the program you want Windows to run.
To see more programs, click Browse.
Application Version
Accessibility Wizard 1, 0, 0, 3
Acrobat Reader 3.01 3.0.000
Add HP JetDirect Printer 1, 0, 0, 1
Address Book 5.50.4522.12...
Administrator Toolbar
Adobe PhotoDeluxe Business... 1.0.0
Browse...
< Back Next > Cancel

5. Click the *Browse* button, wade through the folders and select *SendRosters.exe*. The wizard will then ask you to name the task and specify when it should run. Specify something similar to the following:

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Scheduled Task Wizard
Type a name for this task. The task name can be the same name as the program name.
Send Rosters for West High School
Perform this task:
Daily
Weekly
Monthly
One time only
When my computer starts
When I log on
< Back
Next >
Cancel

6. Click *Next*. The wizard will request more specifically when the task should be run. Specify something like the following:

7. Click *Next*. A screen like the following will be displayed:

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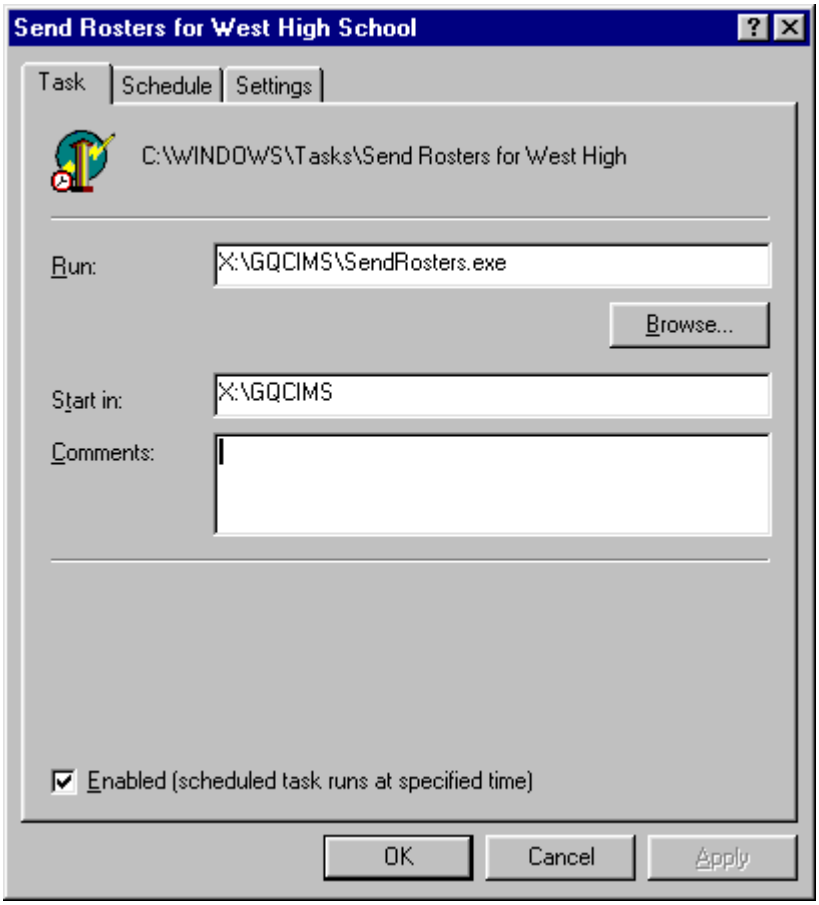
Scheduled Task Wizard
You have successfully scheduled the following task:
Send Rosters for West High School
Windows will perform this task:
At 6:00 PM every Mon, Tue, Wed, Thu, Fri of every week, starting 5/24/02
Open advanced properties for this task when I click Finish.
Click Finish to add this task to your Windows schedule.
< Back
Finish
Cancel

8. Check the *Open advanced properties…* option.
9. Click *Finish*. A screen similar to the following is shown:



10. The above screen's *Run* field needs to be modified to include parameters for the *"Send Rosters"* program to run using pre-determined settings and to run in an unattended mode. The following phrase needs to be tacked on after the **SendRosters.exe** word, with a space after the **exe**:

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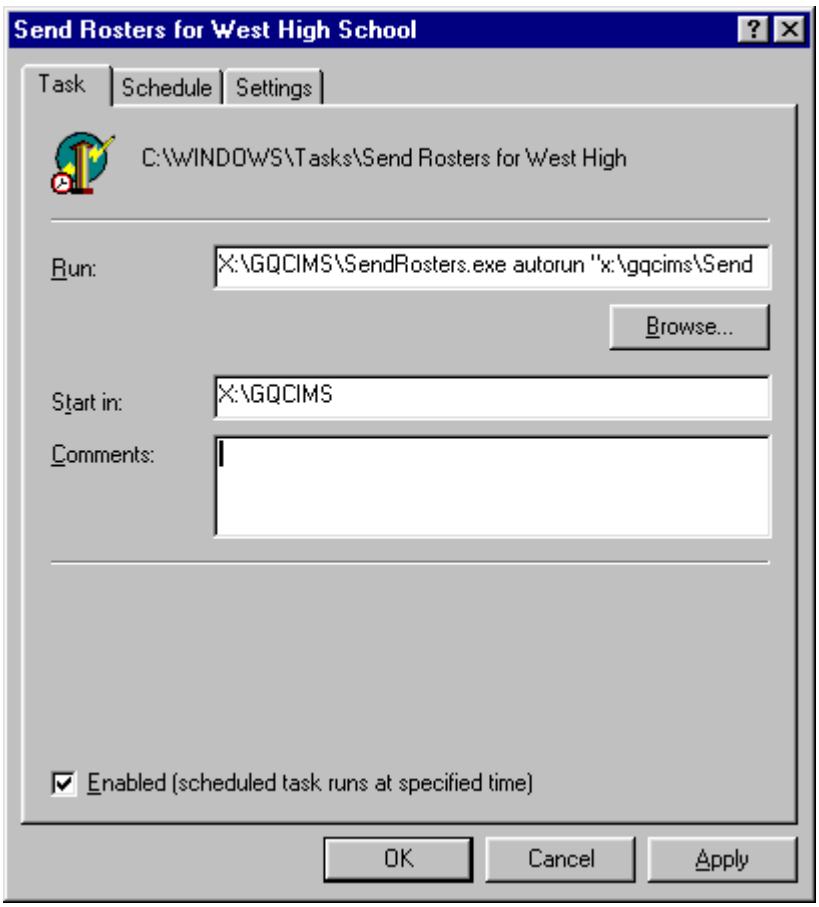
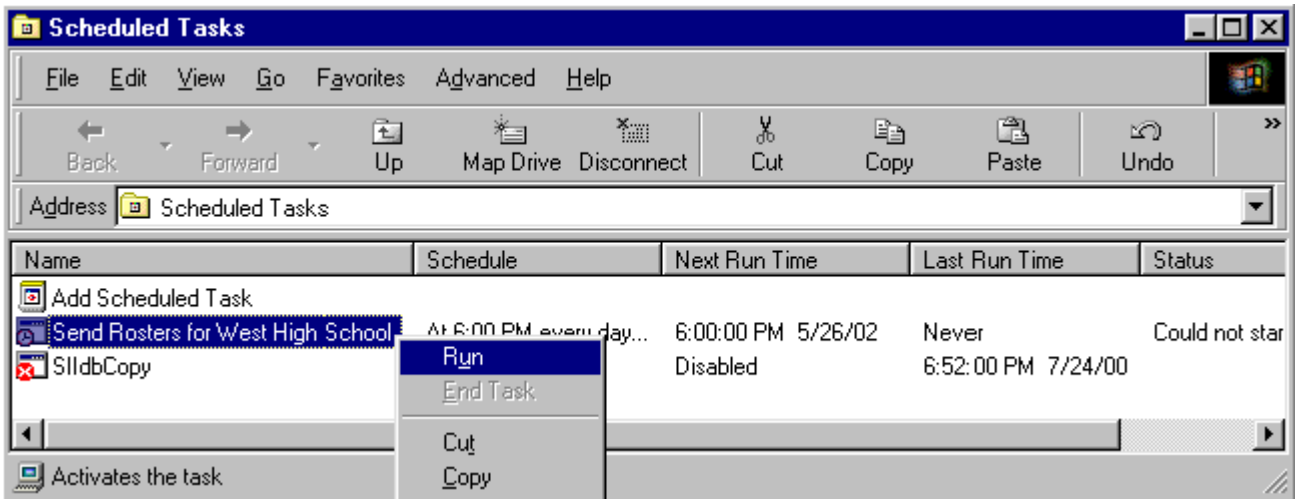
autorun "x:\gqcims\Send Roster Settings for West High School.srs"

With that added, the screen should look something like the following:



11. If you'd like to adjust any advanced settings, such as to have it run multiple times per day, optionally use the *Schedule* and *Settings* tabs.
12. Click the *OK* button.
13. Try to run the task manually by right-clicking the task name and choosing *Run*, as shown below:



14. If the task cannot be run successfully, review entries in the log for clues. Do this by clicking these menu items: *Advanced* > *View Log* (as shown below)

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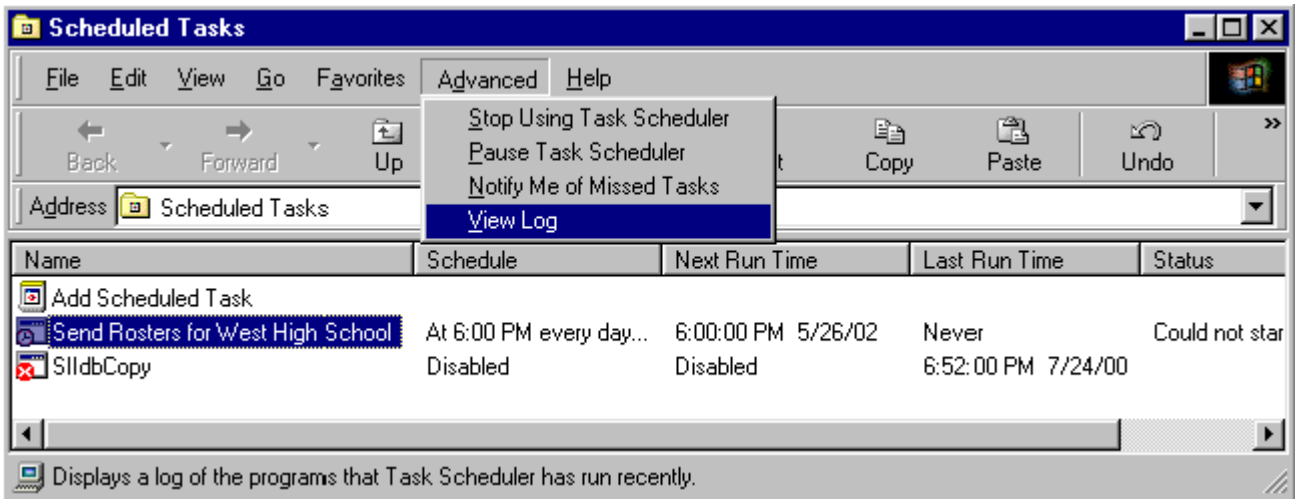
Scheduled Tasks
File Edit View Go Favorites Advanced Help
Stop Using Task Scheduler
Pause Task Scheduler
Notify Me of Missed Tasks
View Log
Back Forward Up Copy Paste Undo
Address Scheduled Tasks
Name Schedule Next Run Time Last Run Time Status
Add Scheduled Task
Send Rosters for West High School At 6:00 PM every day... 6:00:00 PM 5/26/02 Never Could not star
SIIdbCopy Disabled Disabled 6:52:00 PM 7/24/00
Displays a log of the programs that Task Scheduler has run recently.

15. Close the *Scheduled Tasks* window when done.

Important: Since your PC will need to remain logged on in order to run this scheduled task at the appointed time, it is recommended that when not in use by a person that a password-protected screen saver be running and the PC be behind locked doors.

TROUBLE-SHOOTING

Manual Downloading of Rosters

Symptom	Recommendation
General Error Notification screen, ref. AOS.MSG.01, is displayed on the AS/400. States that file or path may not exist or may have a permissions problem.	The AS/400 administrator should check the existence of the IFS path and permissions on the IFS path and file. The user must not be restricted from the IFS path. The user must have full rights to the IFS file. Use *Operations Navigator* or the *Manage File Permissions* program (item AOS.180 on menu AOS100).
Downloaded rosters/information doesn't appear to be up to date.	1. Verify that the *"Send Rosters"* program has been run since the AOS.557 menu item was run on the AS/400. 2. Verify the *Status Information for Last Run* on screen ref. AOS.558P.05 (item AOS.557 on menu AOS600). Jot down start and finished date/times. 3. Use *Operations Navigator*, *Windows Explorer*, or the following technique to display last modified date/time on the IFS file enter into screen ref. AOS.558P.04. An example of such a file is: **/bcs/gqcims/whs/rosters.txt** a. WRKLNK OBJ('/bcs/gqcims/whs/rosters.txt') b. Key option 8 (display attributes) to the left of the file name and press Enter. c. Press Page Down. d. Jot down *Data change date/time*. 4. Use *Windows Explorer* to view last modified dates of the roster files in the **\GQWIN\GQROSTER** folder.

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	You may want to sort the files by descending order of last modified date/time. 5. Verify that the *Auto Import Directory* in the GradeQuick System Information fields matches the roster folder viewed in the step above. If dates/times of above aren't fairly close to each other, do the following: 1. Write down IFS path/file name on screen ref. AOS.558P.04 2. Run the download using AOS.557 3. Run *"Send Rosters"* and carefully verify the files/paths on that screen. Is it the right rosters file? Is it the right GradeQuick path?
Appears that correct/current term's rosters are not being downloaded.	Verify the term that was downloaded in the last run by viewing the *last modified date/time* of the following files in the **\GQWIN\GQROSTER** folder: INDEX1.TXT through INDEX6.TXT The numbers, 1-6, in the file names represent the CIMS scheduling term. See which file has the most recent date; that would indicate the term last downloaded. Verify the *term option* on screen ref. AOS.558P.02 (item AOS.557 on menu AOS600).
General Error Notification screen, ref. AOS.MSG.01, is displayed on the AS/400. States that term could not be selected automatically.	Verify the *term option* on screen ref. AOS.558P.02 (item AOS.557 on menu AOS600). It is likely set to **2**, which is OK, but … Verify the term starting and ending dates. If incorrect, use the *Scheduling Options* program (item STU.102 on menu SMS200) to correct them. Verify the *If term option 2…* field on screen ref. AOS.558P.02.
Course/section-based rosters aren't being prepared for some teachers.	Verify the following options on screen ref. AOS.558P.02 (item AOS.557 on menu AOS600): • Limit to teachers • Include/omit teacher IDs matching this pattern
Some courses are being omitted.	Verify the following options on screen ref. AOS.558P.02 (item AOS.557 on menu AOS600): • Exclude non-graded courses? • Include/omit course numbers matching this pattern • Optional "course group" to include or omit
A student is being omitted from a roster for a particular course/section, but is appearing in other rosters.	• If a student's course request is added with an effective date that is after the date the download is run, the student will be omitted from the roster. • If a request is dropped with an effective date on or before the date the download is run, the student will be omitted. • If a course request status is other than S (scheduled) or D (dropped) it will be omitted. Use the *Course Requests* program (item SCH.410 on menu SMS600) to review add/drop dates. Specify a **Y**

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	for the *Include dropped courses?* and *Maintain ADD/DROP dates?* options.
Student(s) enrolled at other school(s) aren't being included in course/section-based rosters even though signed up in my school's course/section.	Review the *Include students enrolled at other schools…* options on screen ref. AOS.558P.01 (item AOS.557 on menu AOS600).
Student does not show up in a homeroom teacher-based roster.	Make sure the student is assigned a *homeroom teacher* on the student registration screen in CIMS. Use the *Access to All Student Records* program (item STU.301E on menu SMS400) to bring up the registration screen (record 2).
Student does not show up in a tag-based roster.	The problem could be that the tag is not properly identified with the correct category – or that the student is not assigned to the tag. Try the following: 1. Jot down the tag category specified on screen ref. AOS.558P.01 (item AOS.557 on menu AOS600) 2. Start the *Student Tag Definitions* program (item STU.280 on menu SMS200) 3. Make a list of all applicable tags by doing an index option 2 and specifying the category noted in Step 1. If you were expecting additional tags but they are not shown, verify the tag's *category* by doing a *change* option on the desired tag. 4. Exit the *Student Tag Definitions* program 5. Start the *Access to All Student Records* program (item STU.301E on menu SMS400) 6. Do a lookup on tags (record #4) for the missing student. If the student doesn't have a tag for one of those on the "applicable tag list," add the student to the tag by using the *add* option.
Student names are being downloaded OK, but some of the student data fields are missing or contain incorrect values.	• Review the *Address option* field on screen ref. AOS.558P.01 (item AOS.557 on menu AOS600) • Review the fields selected on screen ref. AOS.558P.03. If fields on ASO.558P.03 are other than the standard 13 (as described in *Setup Manual Download – AS/400* section) also do the following: • Print a CIMS.ITP import template report by pressing F6 on screen ref. AOS.558P.03 • Highlight/circle all fields on the template report between *Class (Grade Level)* and *picture file name* • Verify that the highlighted/circled fields have field names in GradeQuick under the *Edit / Student Information* menu items. If not, see the *Customizing GradeQuick* section of the *GradeQuick Site License Notebook* for information on adding student info fields. • Verify that the field called *Auto Import Template* in the GradeQuick System Information area has a value of **CIMS-AUTO.ITP**

If necessary, you can search the contents of the **ROSTERS.TXT** file on the AS/400 IFS by using *Wordpad*. Search for a course# or a teacher ID or a student ID or name or any other data in the file to locate (or discover a missing) piece of information.

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Unattended Downloading of Rosters

Make sure manual downloading works. See the trouble-shooting steps for that section (above).

Symptom	Recommendation
The *BCS_TIMER* job is not listed in the jobs that are active in subsystem (QBATCH recommended).	1. Start the *BCS AS/400 Batch Timer Monitor* program (item AOS.562 on menu AOS600). 2. Press F8 to start the batch job 3. Press F3 to exit
The *Status Information for Last Run*, on screen ref. AOS.558P.05 (item AOS.557 on menu AOS600), will show the date/time last run manually, but it doesn't ever change if trying to run automatically.	• Make sure the *Activate unattended processing?* question is set to **Y** on screen ref. AOS.558P.05 (item AOS.557 on menu AOS600) • Verify the weekdays/times to run on AOS.558P.05. Do they conflict with a time the subsystem is down for backup or scheduled shut-down? • Make sure the correct jobq is specified in menu item AOS.562 on menu AOS600 • Review messages in the message queue entered in menu item AOS.562 on menu AOS600 • Make sure the jobq and subsystem "number of jobs" limits aren't set too low. See the subsection *AS/400 Setup* in the section *Setup Unattended Download – AS/400 and PC* for more information.
Error message regarding inability to automatically select term was sent to the message queue indicated in menu item AOS.562.	Verify the *term option* on screen ref. AOS.558P.02 (item AOS.557 on menu AOS600). It is likely set to **2**, which is OK, but … Verify the term starting and ending dates. If incorrect, use the *Scheduling Options* program (item STU.102 on menu SMS200) to correct them. Verify the *If term option 2…* field on screen ref. AOS.558P.02.
Error message regarding file not found or permissions problem was sent to the message queue indicated in menu item AOS.562	The unattended job may be running under a different User ID than was tested when run manually. For example, if *BCS_TIMER* started automatically at IPL, user QPGMR may be running the job. Verify that you have given the user permissions to the files/paths. Use *Operations Navigator* or *Manage File Permissions* (item AOS.180 on menu AOS100) to do this.
The *Status Information for Last Run* on screen ref. AOS.558P.05 of item AOS.557 on menu AOS600 looks good; however, file(s) **Index?.txt** (where ? = CIMS scheduling term) and the roster files in the **\GQWIN\GQROSTER** folder are not being updated around the same time – according to these files' last modified dates/times.	The *Windows Task Scheduler* is likely not successfully running the *"Send Rosters"* program. Did you set it up to do so? If not, see the last paragraph of this recommendation. 1. Start/open the *Scheduled Tasks* program/folder. 2. For the task in question, review the *Last Run Time, Status,* and *Schedule* 3. Right-click the task and select *Properties*; review your settings 4. Right-click the task and select *Run* to try to run it manually; the problem may surface. 5. Click these menu items to see what might be going wrong: *Advanced > View Log* If still having problems, review the sub-section *PC Setup* in the section *Setup Unattended Download – AS/400 and PC*

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The *BCS_TIMER* job does not automatically start following an IPL.	Add the following statement to your AS/400 startup program: CALL PGM(ADDONSTU/AOS562SC) The name of your startup program can be verified by using the following command: DSPSYSVAL QSTRUPPGM

Chapter 5. Help Teachers Create Gradebook Files

OVERVIEW

The process a teacher goes through to create a new gradebook file, starting with GradeQuick Version 7, is even simpler than before. A teacher will be able to choose his/her name from a list on screen (done once), then he/she will be able to select a class from a list on screen that contains: course#, section#, and subject name.

Student class roster data, which includes names, numbers, addresses, phone numbers, etc., is loaded automatically. After a gradebook file is created, student data will automatically be refreshed with student adds, drops, and information updates each time the gradebook file is opened – provided the roster download process is being run periodically (hopefully automatically on a scheduled basis).

The main issue becomes: **when should a new gradebook file be created throughout the year?**

Gradebook files are normally created at the beginning of a new grading period or term. Should a new gradebook file be created even if the same class (course/section) is continuing into the next term?

- If the class has a different **Class ID** (different course/section) in the new term: a new gradebook file must be created.

- If the class has the same **Class ID** in the new term: if you don't need or want GradeQuick to average grading data for the previous term and the new term then you have the choice of continuing the same gradebook file or starting a new one.

RELATED GRADEQUICK SETTINGS

- **First Day of Class** – required to be able to take attendance; can be set globally
- **Start Date of Each Term** – used to remind teachers if a term/date mismatch is entered into a test column; also used for accumulating option end-of-term absence and tardy totals; can be set globally
- **Attendance Codes** – CIMS will accept codes of **A**, **T**, and **E**. Others can be defined as long as you use the *GradeQuick Attendance Code Substitutions* program (item AOS.552 on menu AOS600) to translate the codes appropriately as they are posted to CIMS. The codes can be defined globally.
- **Grade Scales** – If using letter grades, grade scales are used to compute end-of-term grades. The grade scales defined in GradeQuick should use grade symbols that are defined in CIMS in the *Grade Symbols* program (item GRD.250 on menu SGS100). Other grade symbols can be defined as long as you use the *GradeQuick Grade Symbol Substitutions* program (item AOS.582 on menu AOS600) to translate the symbols appropriately as they are posted to CIMS. The scales can be defined globally.

Set these options globally so that teachers don't have to. Other options can be set globally, too. See the *Customizing GradeQuick* section of the GradeQuick Site License Notebook for more information.

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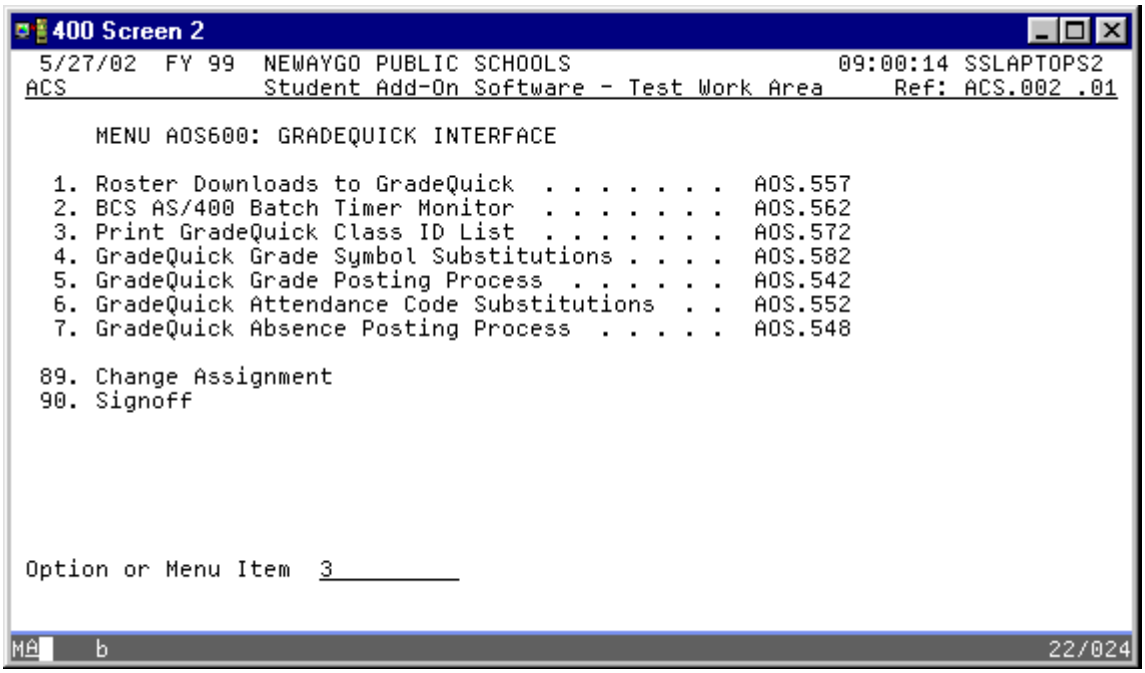
PRINT CLASS ID LIST

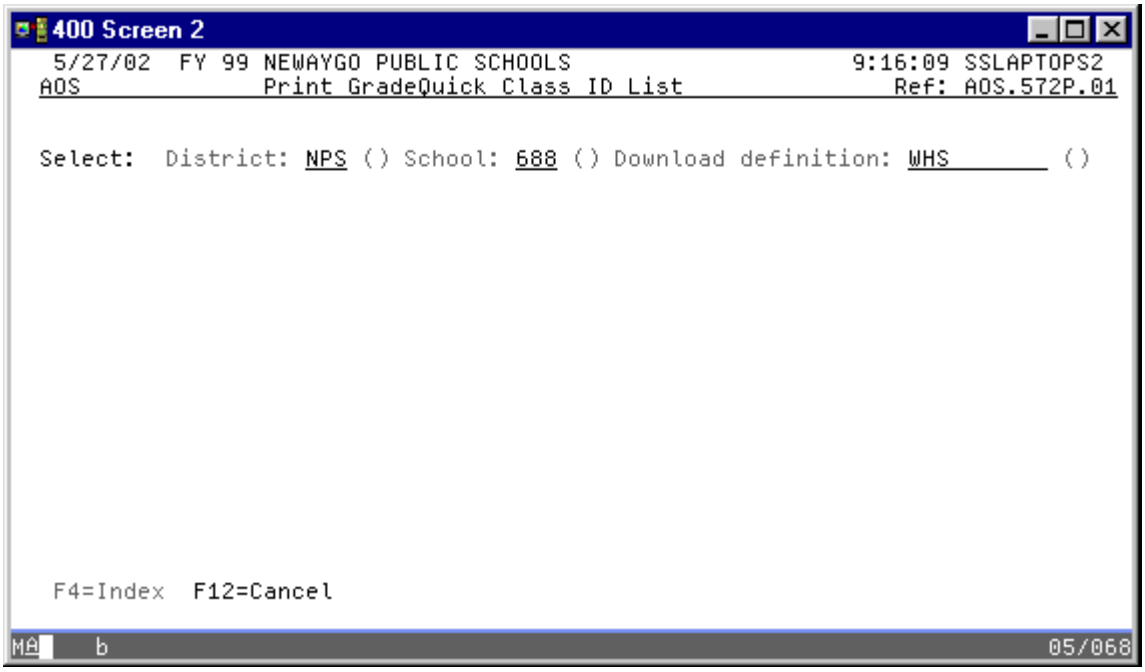
This is an optional step to perform prior to teachers creating gradebook files. Since the *Class ID List* contains more details about each *Class ID* (course/section) than the pull-down screens used to assist a teacher when creating a new gradebook file, it might be handy for the teacher to have the list as a reference. When the *teacher copy* is printed, each teacher gets a separate page that lists only the classes he/she teaches.

When should a Class ID list be printed? A few days before the start of each new CIMS scheduling term. Follow the steps below to print a list:

1. Start the *Print GradeQuick Class ID List* program (item AOS.572 on menu AOS600) as shown below:


400 Screen 2
5/27/02 FY 99 NEWAYGO PUBLIC SCHOOLS 09:00:14 SSLAPTOPS2
ACS Student Add-On Software - Test Work Area Ref: ACS.002 .01
MENU AOS600: GRADEQUICK INTERFACE
1. Roster Downloads to GradeQuick AOS.557
2. BCS AS/400 Batch Timer Monitor AOS.562
3. Print GradeQuick Class ID List AOS.572
4. GradeQuick Grade Symbol Substitutions AOS.582
5. GradeQuick Grade Posting Process AOS.542
6. GradeQuick Attendance Code Substitutions . . AOS.552
7. GradeQuick Absence Posting Process AOS.548
89. Change Assignment
90. Signoff
Option or Menu Item 3
MA b 22/024

2. Fill in the screen in a manner similar to that shown below:


400 Screen 2
5/27/02 FY 99 NEWAYGO PUBLIC SCHOOLS 9:16:09 SSLAPTOPS2
AOS Print GradeQuick Class ID List Ref: AOS.572P.01
Select: District: NPS () School: 688 () Download definition: WHS ()
F4=Index F12=Cancel
MA b 05/068

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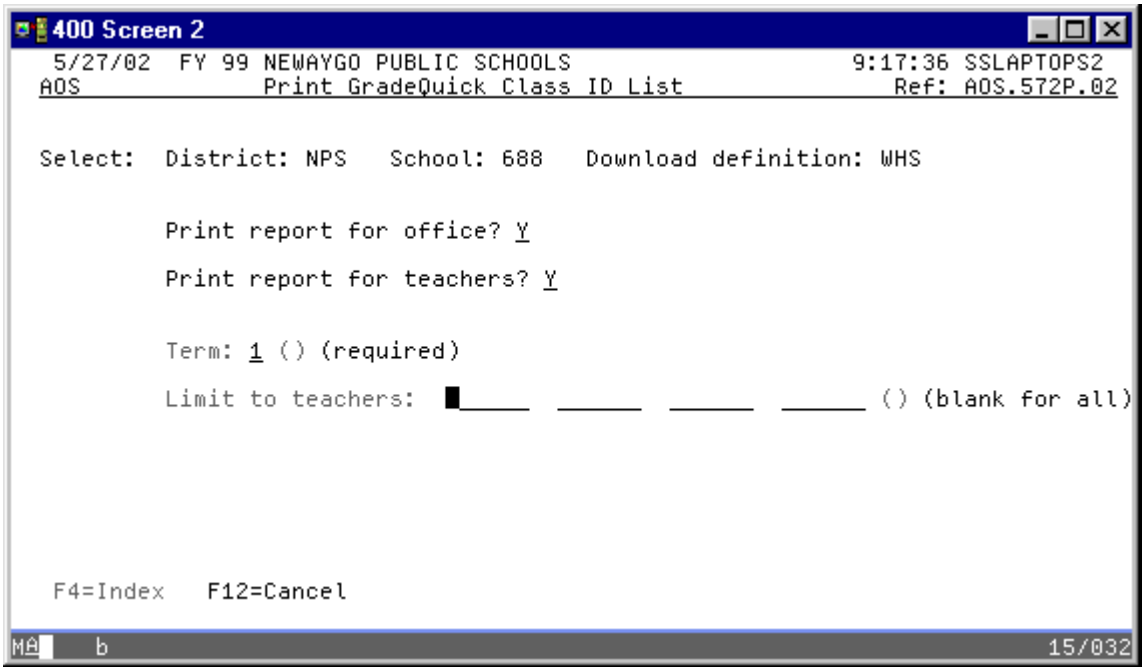
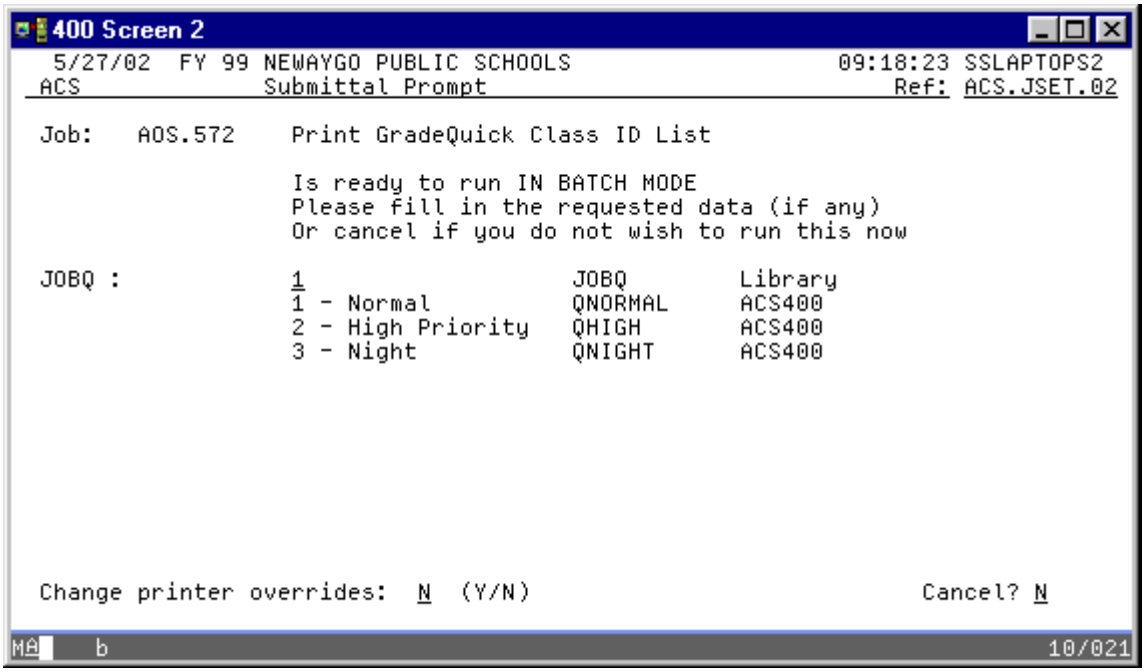
3. Press *Enter*. Then fill in the screen to look similar to the following:


400 Screen 2
5/27/02 FY 99 NEWAYGO PUBLIC SCHOOLS 9:17:36 SSLAPTOPS2
AOS Print GradeQuick Class ID List Ref: AOS.572P.02
Select: District: NPS School: 688 Download definition: WHS
Print report for office? Y
Print report for teachers? Y
Term: 1 () (required)
Limit to teachers: () (blank for all)
F4=Index F12=Cancel
MA b 15/032

4. Press *Enter*. Also press *Enter* when the following screen is displayed:


400 Screen 2
5/27/02 FY 99 NEWAYGO PUBLIC SCHOOLS 09:18:23 SSLAPTOPS2
ACS Submittal Prompt Ref: ACS.JSET.02
Job: AOS.572 Print GradeQuick Class ID List
Is ready to run IN BATCH MODE
Please fill in the requested data (if any)
Or cancel if you do not wish to run this now
JOBQ : 1 JOBQ Library
1 - Normal QNORMAL ACS400
2 - High Priority QHIGH ACS400
3 - Night QNIGHT ACS400
Change printer overrides: N (Y/N) Cancel? N
MA b 10/021

5. Keep the report labeled *office copy* for office use. Distribute the pages of the *teacher copy* to each teacher.

The following pages contain some sample *Class ID Reports*. Note that some vary depending on whether rosters are being created based upon master schedule (course/section) data, homeroom teacher data, or tag data.

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Office Copy

Date: 5/27/02 GRADEQUICK CLASS ID LIST Page 1
Time: 9:25:27 688 NEWAYGO HIGH SCHOOL
Prog: A05.572 SCHEDULE FOR TERM 1 -- SEM 1 8/28/98 - 1/26/99 OFFICE COPY - NOT FOR TEACHERS!

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
Class ID example: 02-03-MTH101-007 02-03 = school year MTH101 = course# 007 = section#					
MR. BOURKE	98-99-JBD101-004	98-99-BYB201-004	98-99-MHE101-002	98-99-STUDY$-011	98-99-VAU3A1-001
98-99-ATAID1-251		98-99-BSL4A1-006	98-99-MPB101-003	98-99-GTY101-002	98-99-VBAUA1-001
98-99-$BRD11-001	MR. GRACIK	98-99-BSL401-007	98-99-MHE101-004	98-99-STUDY$-012	98-99-VBSTA1-001
98-99-DPH401-001	98-99-CAM301-001		98-99-MPB101-005	98-99-ATAID1-183	98-99-VBT3A1-001
98-99-ATAID1-252	98-99-CTC201-002	MRS. LEAVER	98-99-MHE101-006	98-99-STUDY$-013	98-99-VC$LA1-001
98-99-$CAM31-002	98-99-CG0101-003	98-99-LEARN1-004	98-99-MPE201-007	98-99-GTY101-004	98-99-VCA3A1-001
98-99-$ZSHT1-002	98-99-CAM301-004	98-99-LEARN1-005		98-99-STUDY$-014	98-99-VCC3A1-001
98-99-DGLSC1-002	98-99-CAM301-005		MR. PUMFORD	98-99-GTY101-005	98-99-VCD3A1-001
98-99-ZSHLIB-331	98-99-CG0101-006	MUSKEGON C COLL	98-99-CGV4E1-001	98-99-GWPR21-005	98-99-VCMSA1-001
98-99-$CAM31-003		98-99-CGER41-001		98-99-STUDY$-015	98-99-VCP4A1-001
98-99-$ZSHT1-004	GRANT HIGH	98-99-CLAT41-001	MS. PURCELL	98-99-GAC301-006	98-99-VCS4A1-001
98-99-DCH301-004	98-99-FSP3A1-006	98-99-CFRN41-003	98-99-LAT101-001	98-99-STUDY$-016	98-99-VDM3A1-001
98-99-ZSHD01-551		98-99-ECAL41-001	98-99-LAT201-001	98-99-GIBUS1-007	98-99-VDP3A1-001
98-99-DCH301-005	MRS. GROSS	98-99-EAMT41-007	98-99-LAT301-001	98-99-STUDY$-017	98-99-VEL3A1-001
98-99-ZSHD01-661	98-99-BENG11-001		98-99-LAT401-001		98-99-VEN3A1-001
98-99-$BRD11-006	98-99-FSP3I1-002	MR. MILNER	98-99-LAT101-002	MS. STEPHENSON	98-99-VFS3A1-001
98-99-DGLSC1-006	98-99-FSP4I1-002	98-99-EBA201-001	98-99-LAT201-002	98-99-CGV401-001	98-99-VGR3A1-001
98-99-ZSHLIB-771	98-99-BENG31-001	98-99-ATAID1-052	98-99-LAT301-002	98-99-CPY301-002	98-99-VH$CA1-001
98-99-$ZSHT1-007	98-99-FSP201-002	98-99-EBA101-002	98-99-LAT401-002	98-99-ATAID1-123	98-99-VH03A1-001
98-99-DAB301-007	98-99-FSP101-003	98-99-GCAPP1-003	98-99-LAT101-003	98-99-CGV401-004	98-99-VMANA1-001
	98-99-FSP3I1-004	98-99-EBA201-005	98-99-LAT201-003	98-99-ATAID1-125	98-99-VMC3A1-001
MRS. MARTIN	98-99-FSP4I1-004	98-99-GCAPP1-006	98-99-LAT301-003	98-99-CGV401-005	98-99-VMK3A1-001
98-99-ATAID1-241	98-99-ATAID1-054	98-99-EBA101-007	98-99-LAT401-003	98-99-CPYI31-005	98-99-VMT3A1-001
98-99-INTSA1-001	98-99-BENG31-002		98-99-LAT101-008	98-99-CSC301-006	98-99-VOF3A1-001
98-99-INT121-001	98-99-FSP101-005	MRS. MOOREE		98-99-ATAID1-127	98-99-VPSRA1-001
98-99-INT131-001	98-99-ATAID1-056	98-99-ZSH001-011	REESE-PUMFORD	98-99-CAM301-007	98-99-VRV3A1-001
98-99-SWR101-002	98-99-BENG11-006	98-99-ZSH001-022	98-99-ATAID1-010		98-99-VTRSA1-001
98-99-ATAID1-242	98-99-FSP3I1-007	98-99-ZSH001-033	98-99-MPA301-001	MR. TOBEY	98-99-VVITA1-001
98-99-INT341-003	98-99-ATAID1-057		98-99-CG0101-002	98-99-$EGM11-001	98-99-VWL3A1-001
98-99-INT451-045	98-99-FIFL11-007	MR. PITZER	98-99-ATAID1-103	98-99-BRD101-002	98-99-VWP3A1-001
98-99-INT471-004		98-99-ISP101-001	98-99-CWH101-003	98-99-$BRD11-003	98-99-VAM3P1-001
98-99-INTSP1-001	MR. HORAN	98-99-ISP101-003	98-99-CG0101-004	98-99-$BRD11-004	98-99-VASCP1-001
98-99-INT561-005	98-99-JCH101-002	98-99-IMD201-004	98-99-CWH101-005	98-99-ATAID1-225	98-99-VAU3P1-001
98-99-INT571-005		98-99-IMD301-004	98-99-MPG101-006	98-99-BRD101-005	98-99-VBAUP1-001
98-99-INT671-006	MRS. JANUSZ	98-99-IMD201-005	98-99-CWH101-007	98-99-$EGM11-006	98-99-VBSTP1-001
98-99-INTS71-007	98-99-BAL3A1-002	98-99-IMD301-005			98-99-VBT3P1-001
	98-99-BAL3A1-005	98-99-ISP101-006	MR. SANDERS	MRS. TOFFERI	98-99-VC$LP1-001
MRS. EATON		98-99-ISP101-007	98-99-ECM301-002	98-99-ZSH001-444	98-99-VCA3P1-001
98-99-ATAID1-004	MRS. SUTTON		98-99-ECM301-003	98-99-ZSH001-555	98-99-VCC3P1-001
98-99-KLM101-001	98-99-A0AID1-003	MRS. PITZER	98-99-CEC301-004	98-99-ZSH001-666	98-99-VCD3P1-001
98-99-BSL401-002		98-99-ATAID1-014	98-99-ECM301-006	98-99-ZSH001-777	98-99-VCMSP1-001
98-99-BAL301-033	KNIGHT	98-99-DBIO21-002	98-99-EGE201-007		98-99-VCP4P1-001
98-99-KLM101-004	98-99-SWRE01-001	98-99-DLS101-003		VOCATIONAL	98-99-VCS4P1-001
98-99-ATAID1-045	98-99-SWR201-003	98-99-DLS101-004	SCHOOL	98-99-VCAEA1-001	98-99-VDM3P1-001
98-99-BSP101-005	98-99-SWR301-004	98-99-DBIO21-005	98-99-COLLE1-001	98-99-VCDEA1-001	98-99-VDP3P1-001
98-99-ATAID1-046		98-99-ATAID1-146	98-99-NOCL11-001	98-99-VDPEA1-001	98-99-VEL3P1-001
98-99-KLM101-007	MR. K	98-99-DLS101-006	98-99-NOCLS1-007	98-99-VWPEA1-001	98-99-VEN3P1-001
	98-99-CAM3E1-001	98-99-DBIO21-007		98-99-VAM3A1-001	98-99-VFS3P1-001
MR. FLICKINGER	98-99-BAL3A1-001		MRS. SLOMINSKI	98-99-VASCA1-001	98-99-VGR3P1-001
98-99-BAL3A1-003	98-99-BSL4A1-003	MR. PUFF	98-99-GTY101-001	98-99-VASCA2-001	98-99-VH$CP1-001

Teacher Copy

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Date: 5/27/02 GRADEQUICK CLASS ID LIST Page 4
Time: 9:25:27 688 NEWAYGO HIGH SCHOOL
Prog: AOS.572 SCHEDULE FOR TERM 1 -- SEM 1 8/28/98 - 1/26/99 TEACHER: EATON -- MRS. EATON

CLASS ID	SUBJECT	NAMES OF FIRST 2 STUDENTS	*-------- SCHEDULE INFORMATION (PERIODS EACH DAY) --------*
Class ID example: **02-03-MTH101-007**	02-03 = school year	MTH101 = course#	007 = section#
98-99-ATAID1-004	TEACHER AIDE		* TERM 1: M-1 ; T-1 ; W-1 ; R-1 ; F-1
98-99-KLM101-001	LIFE MANAG'T	CLARK, ADAM J COOK, ERIN CATHLEEN	* TERM 1: M-1 ; T-1 ; W-1 ; R-1 ; F-1
98-99-BSL401-002	SENIOR LIT	HALL, BRANDON	* TERM 1: M-2 ; T-2 ; W-2 ; R-2 ; F-2
98-99-BAL301-033	AM LIT		* TERM 1: M-3 ; T-3 ; W-3 ; R-3 ; F-3
98-99-KLM101-004	LIFE MANAG'T	BARNHARD, JAMI LEE CUMMINGS, TANICA M	* TERM 1: M-4 ; T-4 ; W-4 ; R-4 ; F-4
98-99-ATAID1-045	TEACHER AIDE		* TERM 1: M-5 ; T-5 ; W-5 ; R-5 ; F-5
98-99-BSP101-005	SPEECH	BARNHARD, JAMI LEE CANTERBURY, DENISHA LANE	* TERM 1: M-5 ; T-5 ; W-5 ; R-5 ; F-5
98-99-ATAID1-046	TEACHER AIDE		* TERM 1: M-6 ; T-6 ; W-6 ; R-6 ; F-6
98-99-KLM101-007	LIFE MANAG'T	FINNEY, REX ALLEN GUERNE, CHARITY RYAN	* TERM 1: M-7 ; T-7 ; W-7 ; R-7 ; F-7

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Homeroom Teacher Version

```
   Date:  5/27/02                    GRADEQUICK CLASS ID LIST                                          Page    1
   Time: 11:03:16                    688  NEWAYGO HIGH SCHOOL
   Prog: A0S.572                     SCHEDULE FOR: HOMEROOMS
-------------------------------------------------------------------------------------------------------------------
COLUMN 1          COLUMN 2          COLUMN 3          COLUMN 4          COLUMN 5          COLUMN 6          COLUMN 7
-------------------------------------------------------------------------------------------------------------------

Class ID example:  02-03-TUBERG-001   02-03 = school year   TUBERG = Teacher ID   001 = constant "001"

MRS. ATWOOD
98-99-ATWOOD-001

MRS. BILLERBECK
98-99-BILLER-001

MRS. CLADERA
98-99-CLADER-001

MR. DUCHEMIN
98-99-DUCHEM-001

MRS. EATON
98-99-EATON$-001

MR. FLOCK
98-99-FLOCK$-001

MR. GRACIK
98-99-GRACIK-001

MR. HORAN
98-99-HORAN$-001

MRS. SUTTON
98-99-JUNE$$-001

MRS. KANDLER
98-99-KANDLE-001
```


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"Custom Rosters" (tag) Version

```
   Date:  5/27/02                    GRADEQUICK CLASS ID LIST                                                    Page    1
   Time: 11:08:11                    688  NEWAYGO HIGH SCHOOL
   Prog: AOS.572                     "CUSTOM" ROSTERS LIST
-------------------------------------------------------------------------------------------------------------------------
CLASS ID          TAG   TITLE         DESCRIPTION
-------------------------------------------------------------------------------------------------------------------------

Class ID example:  02-03-TAGBAN-XXX   02-03 = school year   TAG = constant "TAG"   BAN = tag id   XXX = constant "XXX"

98-99-TAGBAN-XXX   BAN   BAND          BAND
98-99-TAGCHO-XXX   CHO   CHORUS        CHORUS
98-99-TAGEMU-XXX   EMU   ELEM MUSIC    ELEMENTARY MUSIC
98-99-TAGEPE-XXX   EPE   ELEM P.E.     ELEMENTARY P.E.
98-99-TAGLHR-XXX   LHR   LAST HR RDG   LAST HOUR SPECIAL READING GROUP
```

TIPS

- Use a meaningful and structured file name as you save each new gradebook file, so they are easy to locate and open in the future. For example: **Term 1 Period 2 Geometry.gbk**
- Save gradebook files into the default folder; do not create your own subdirectories or save the gradebook files elsewhere.

Chapter 6. Upload/Post Grades from GradeQuick to CIMS

OVERVIEW

Grades, comments, and end-of-term grading absences can be posted from GradeQuick to CIMS. The following steps generally describe the flow of this on-demand process:

1. Teachers *send* each of their gradebook files. This is an *export* process that creates an export file. (GradeQuick can be configured to export automatically instead of manually; see the section *Automatic Send/Export* on page 75.)
2. "Office person" *collects* all exported files into a single file.
3. "Office person" uploads and posts single file of grading transactions to the AS/400.

The office person must be able to access the GradeQuick folder on the network as well as the AS/400 IFS folder(s).

RELATED GRADEQUICK SETTINGS – PC

- **Grade Export Directory** – the directory in which exported files will be written; can be specified or left blank. If left blank, export files will be created in teacher's default GradeQuick folder. Default: *\gqwin\gqgrades*
- **Grade Export Extension** – must be *gqe*
- **Auto Export Template** – should use *cims.etp*
- **Give Export Warnings** – during system verification, you may want to specify *Yes*; afterwards specifying *No* will eliminate many unnecessary warnings at the time teachers send grades

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All of these settings can be found on the GradeQuick *System Information* fields screen.

HAVE TEACHERS "SEND GRADES" FROM GRADEQUICK – PC

Manual Send/Export

If GradeQuick hasn't been configured to *auto export* grades every time gradebook files are saved, teachers will need to *send* their grades manually for each gradebook file that applies to the term being processed. Before sending grades, teachers should verify that information is complete and up to date.

The information sent can be broken down into 3 categories:

- Grading Data
- Comment Data
- End-of-Term Absence/Tardy Summary Data

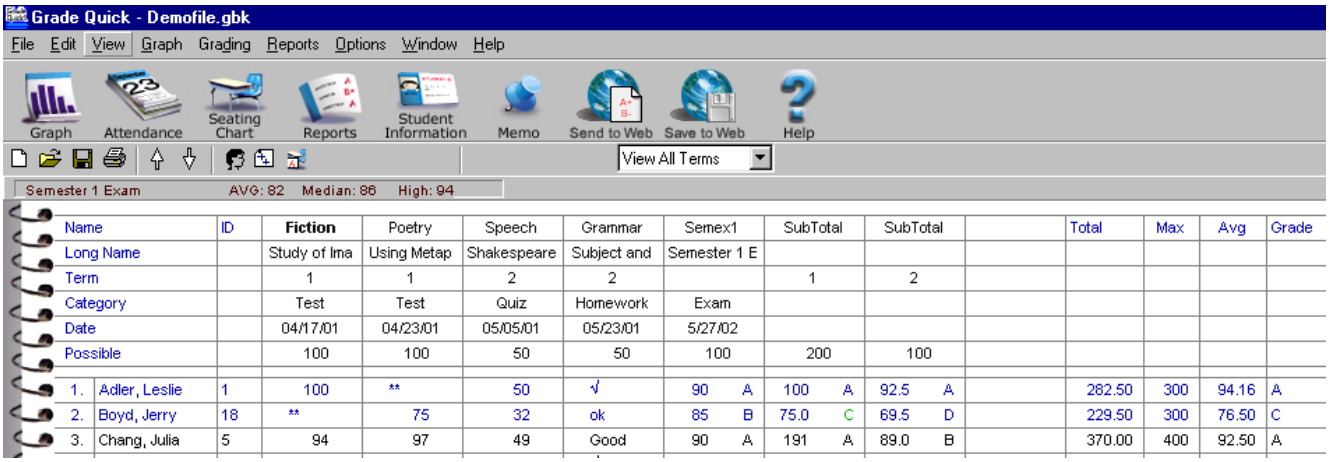
The following sections describe where this data is stored in GradeQuick.

GRADING DATA

The grading data that is sent to CIMS includes:

- **term subtotals** – automatically-created columns that have the word *SubTotal* in the *Name* cell and a value in the *Term* cell.
- **special exam columns** – manually-created columns that have one of the following words in the *Name* cell and do not have a value in the *Term* cell: *Midterm, Final, SemEx1,* or *SemEx2*.
- **semester/final grades** – this will be the right-most column in the gradebook spreadsheet.

Following is an example of end-of-semester grading columns for a school using two terms per semester:



	Name	ID	Fiction	Poetry	Speech	Grammar	Semex1	SubTotal	SubTotal		Total	Max	Avg	Grade
	Long Name		Study of Ima	Using Metap	Shakespeare	Subject and	Semester 1 E							
	Term		1	1	2	2		1	2					
	Category		Test	Test	Quiz	Homework	Exam							
	Date		04/17/01	04/23/01	05/05/01	05/23/01	5/27/02							
	Possible		100	100	50	50	100	200	100					
1.	Adler, Leslie	1	100	**	50	√	90 A	100 A	92.5 A		282.50	300	94.16	A
2.	Boyd, Jerry	18	**	75	32	ok	85 B	75.0 C	69.5 D		229.50	300	76.50	C
3.	Chang, Julia	5	94	97	49	Good	90 A	191 A	89.0 B		370.00	400	92.50	A

COMMENT DATA

- **C1 – C12** – up to 12 comment codes to be used as needed but consistently for all teachers. For example, if there are 4 terms, use **C1** and **C2** for term 1, **C3** and **C4** for term 2, etc.
- **E1 – E6** – up to 6 effort codes to be used as needed but consistently for all teachers.
- **CZ1 – CZ6** –- up to 6 citizenship (or conduct) codes to be used as needed but consistently.

This information is stored in GradeQuick *Student Information* fields, which can be viewed in columns. Teachers can use the *School Note Library* to help them fill in comment codes easily. Follow the steps below to specify comment data:

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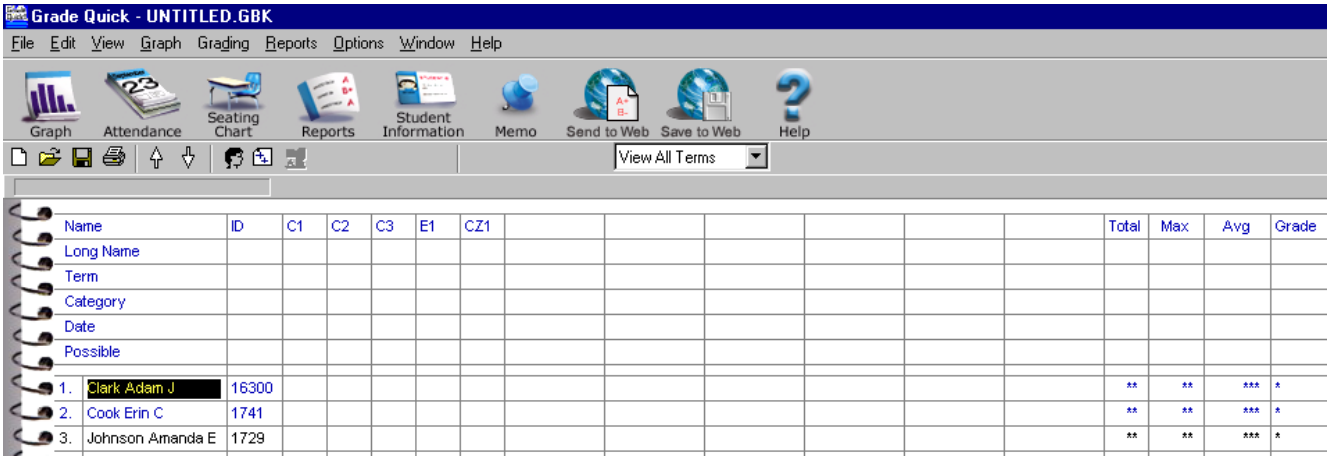
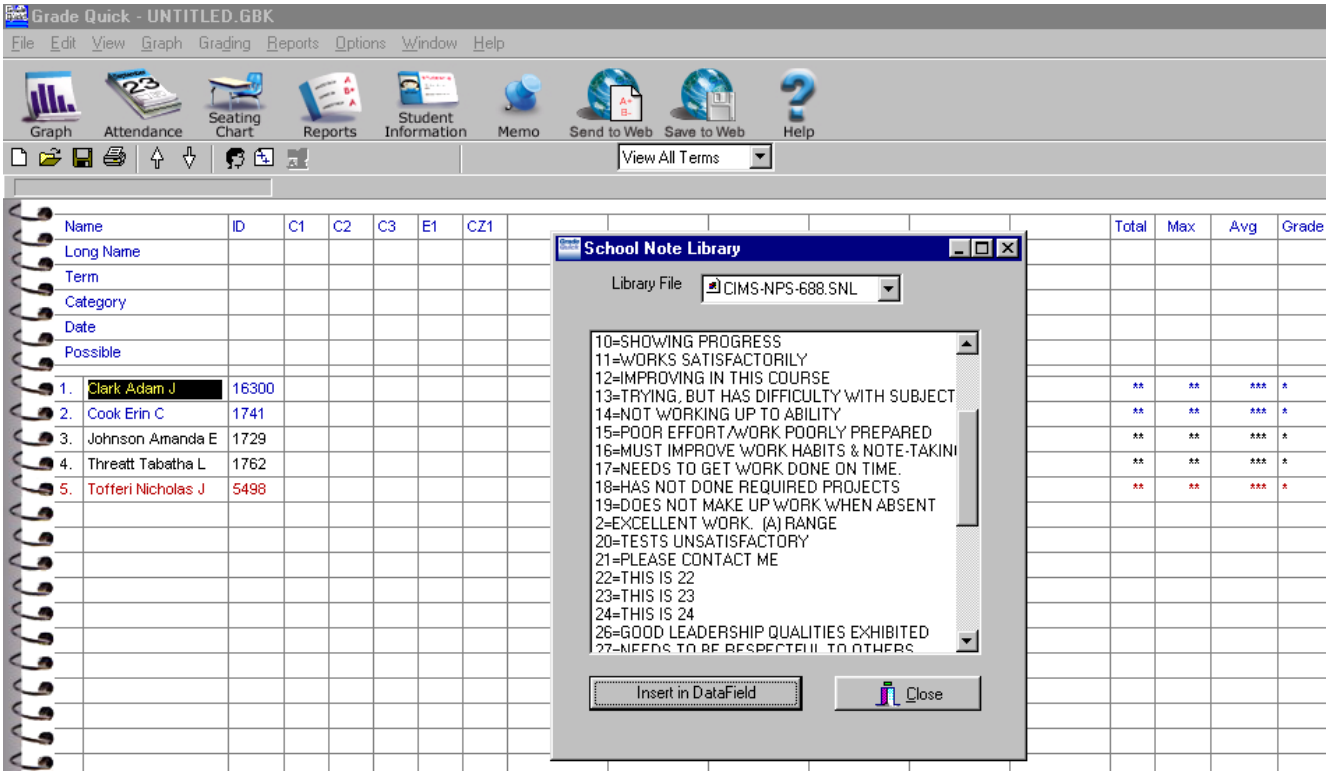
1. Open the desired gradebook file.
2. Click these menu items: *View* > *Student Info*
3. In the *Data Fields to show* list, highlight the desired comment data fields and click *OK*. A screen similar to the following will be shown:



4. Begin to work with the *School Note Library* by clicking these menu items: *Edit* > *School Note Library*. A screen similar to the following will be displayed:



5. To specify a comment code for a given comment data field, do the following:
   a. Click in the desired target cell (such as for row 2 column C1)
   b. Highlight a comment in the *School Note Library* window
   c. Click the *Insert in DataField* button

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END-OF-TERM ABSENCE/TARDY SUMMARY DATA

This data will be exported automatically. Whether or not it is used/posted on the AS/400 CIMS side is up to the office person doing the posting.

SEND THE DATA

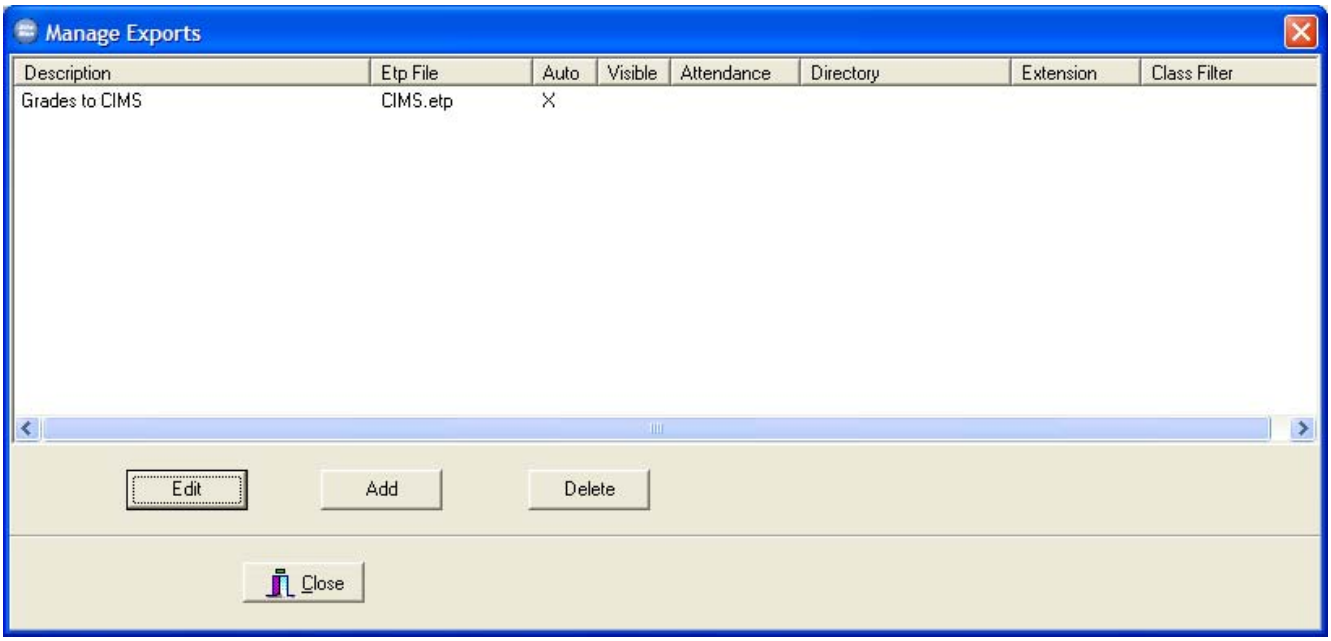
1. Click these menu items: *File* > *Send* > *Grades to CIMS*
2. At the *Export File Name* window, shown below, click *OK*.

3. If *File Exists* window pops up, always select the *Overwrite* option.

Automatic Send/Export

When automatic grades exporting has been configured, the grading, comment, absence/tardy summary data shown above will be exported, without prompting, every time a teacher saves a gradebook file. The gradebook's previous export file will be overwritten.

To configure automatic grades exporting, start Site Manager, click Exports Manager, and make the screens look like those shown below:



The following screen is shown when you choose the *Edit* button. It is provided here to show the details of the row in the above window.

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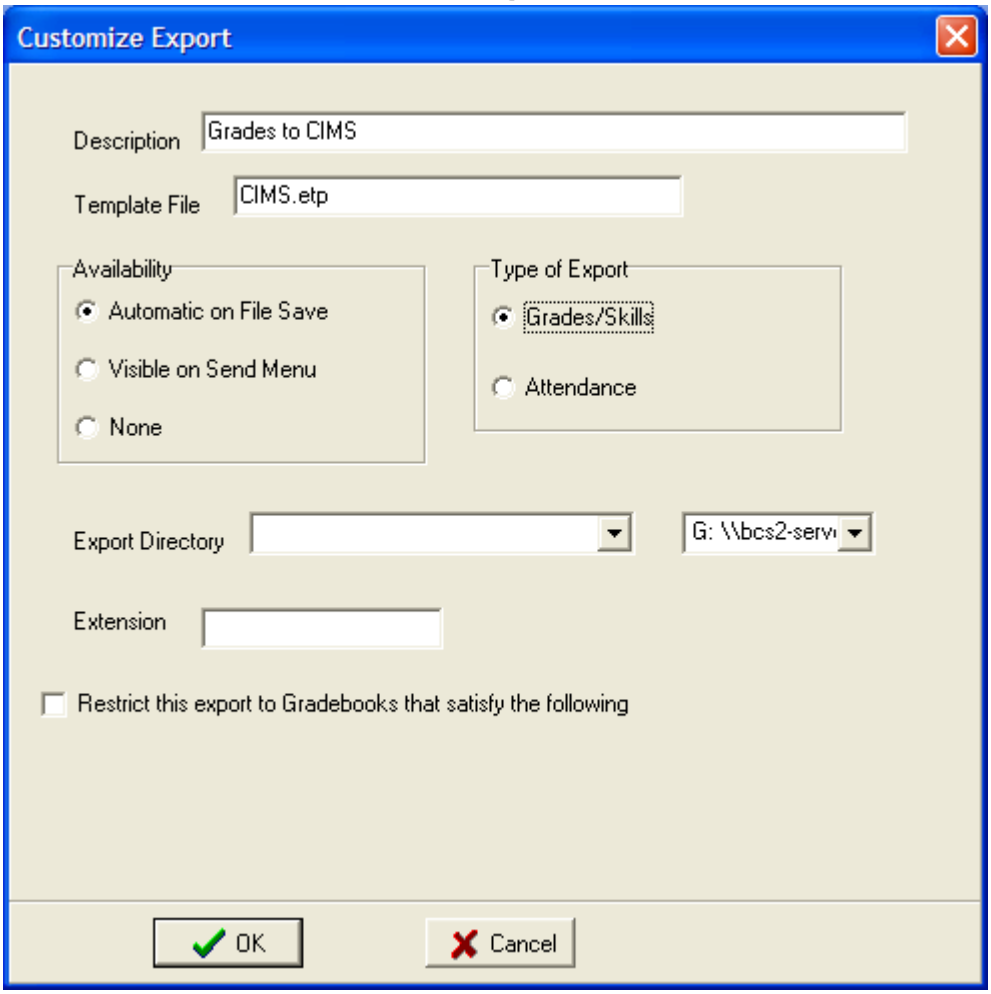

SETUP "COLLECT GRADES" PROGRAM – PC

1. Start the *CollectGrades.exe* program in the GQCIMS folder on the network or AS/400 IFS. Set the values similar to those shown below:

Notes

- Field/component-level help text is available by clicking the **?** symbol and then clicking the desired field or component. (Turn off the help pointer by clicking the **?** symbol again.)
- The *Name of grades file to create for uploading to CIMS* should be a path on the *AS/400 IFS* to enable easy uploading to the AS/400. This same file name will be entered into the screens used to define a grade posting process (in a later section).

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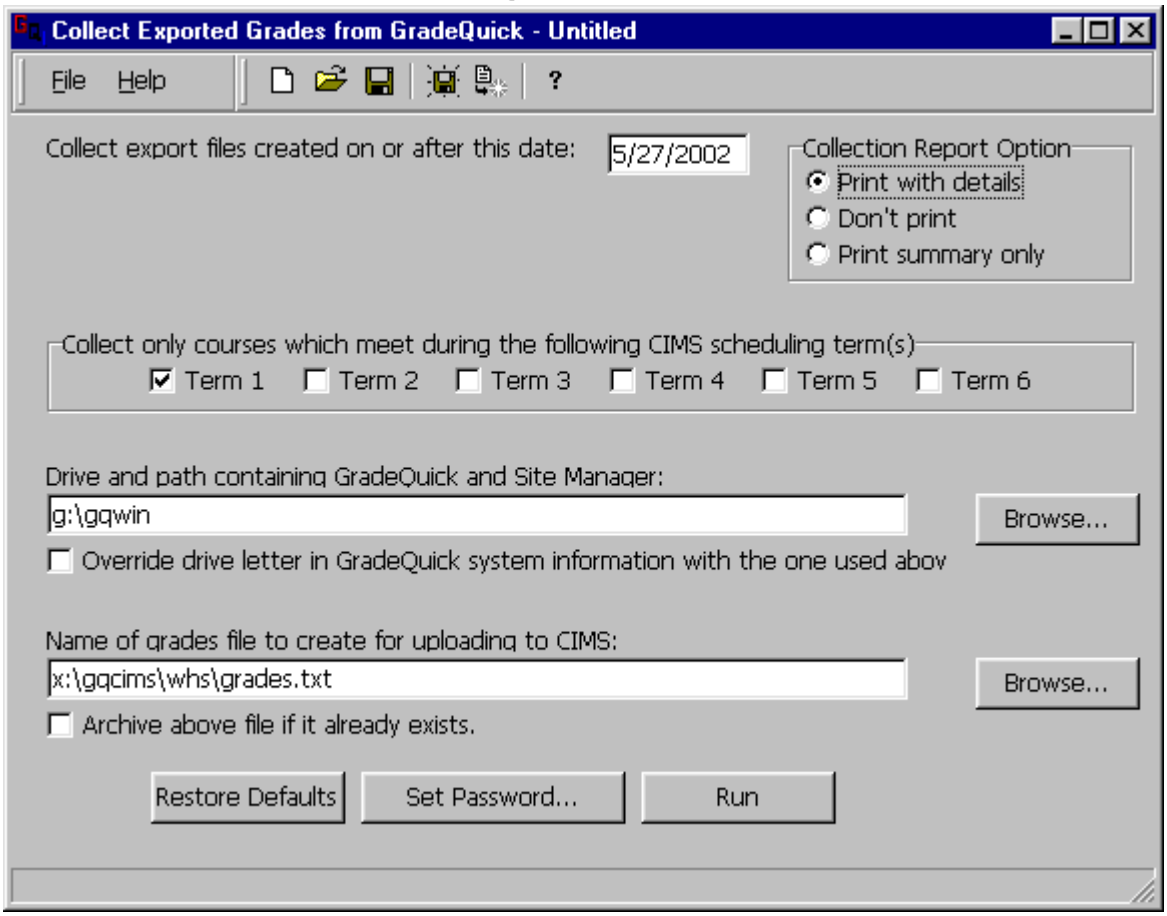
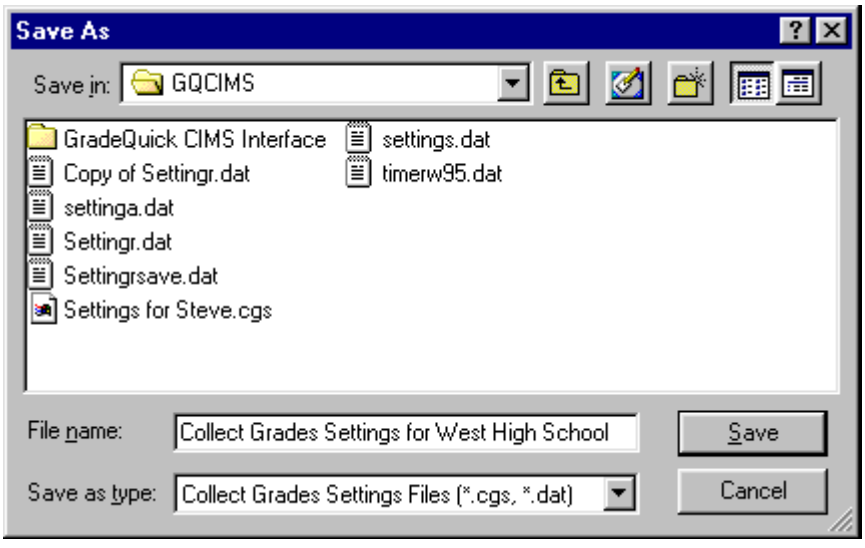

Collect Exported Grades from GradeQuick - Untitled
File Help
Collect export files created on or after this date:
5/27/2002
Collection Report Option
Print with details
Don't print
Print summary only
Collect only courses which meet during the following CIMS scheduling term(s)
Term 1 Term 2 Term 3 Term 4 Term 5 Term 6
Drive and path containing GradeQuick and Site Manager:
g:\gqwin
Browse...
Override drive letter in GradeQuick system information with the one used abov
Name of grades file to create for uploading to CIMS:
x:\gqcims\whs\grades.txt
Browse...
Archive above file if it already exists.
Restore Defaults
Set Password...
Run

2. Choose these menu items: *File* > *Save As*

Notes

- Choose an appopriate file name.
- If multiple schools will share the same folder (\GQCIMS) then including the school name in the file name is recommended.
- If multiple people will have access to the same folder (\GQCIMS) then setting a password on each file may be a good idea. Password-protected files cannot be opened without supplying the correct password.



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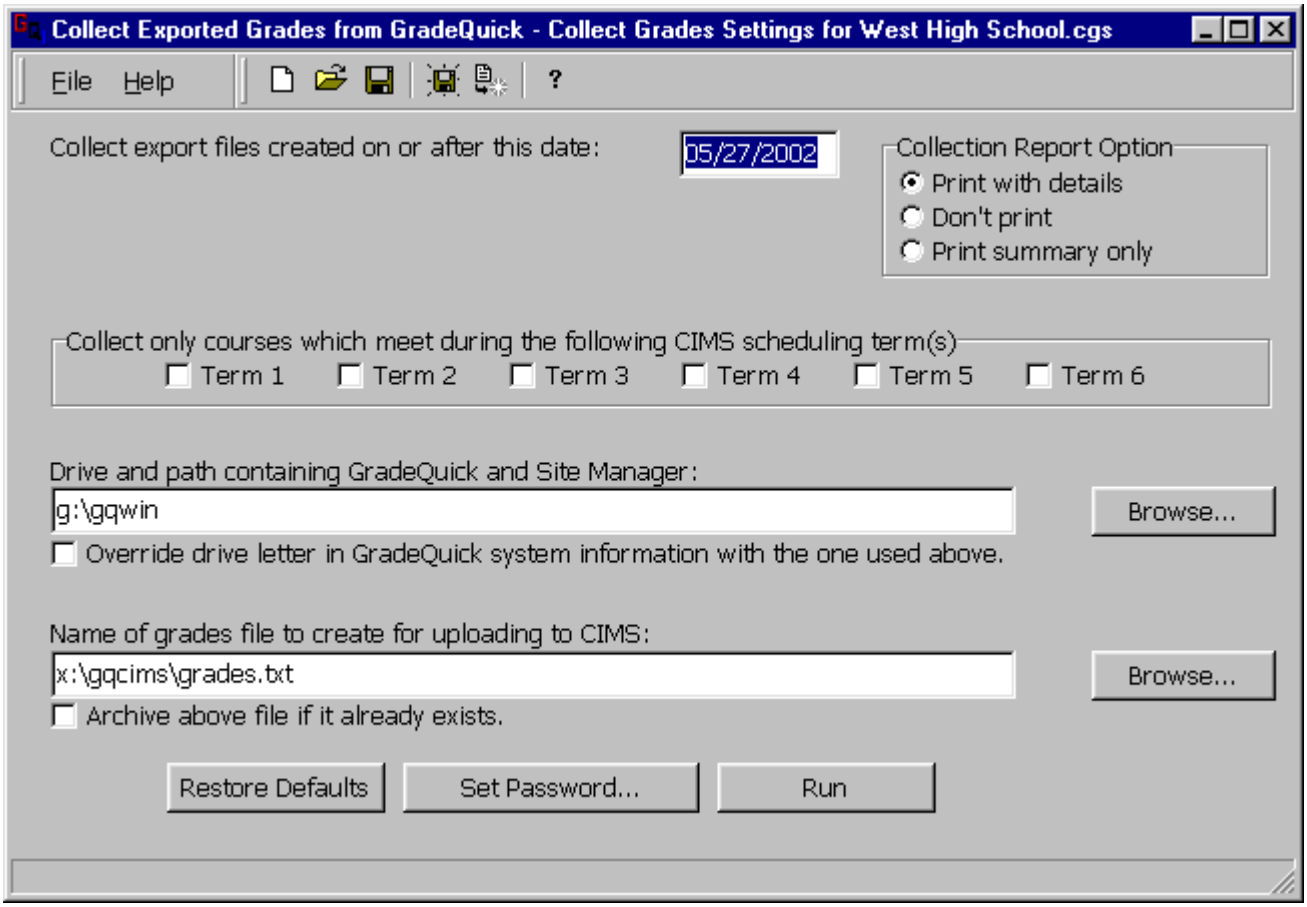
3. Click the *Save* button.
4. Close the program by clicking these menu items: *File* > *Exit*

RUN "COLLECT GRADES" PROGRAM - PC

1. Start the *CollectGrades.exe* program in the GQCIMS folder on the network or AS/400 IFS. The settings file you last used should automatically open and be displayed, as shown below:


Collect Exported Grades from GradeQuick - Collect Grades Settings for West High School.cgs
File Help
Collect export files created on or after this date:
05/27/2002
Collection Report Option
Print with details
Don't print
Print summary only
Collect only courses which meet during the following CIMS scheduling term(s)
Term 1 Term 2 Term 3 Term 4 Term 5 Term 6
Drive and path containing GradeQuick and Site Manager:
g:\gqwin
Browse...
Override drive letter in GradeQuick system information with the one used above.
Name of grades file to create for uploading to CIMS:
x:\gqcims\grades.txt
Browse...
Archive above file if it already exists.
Restore Defaults
Set Password...
Run

2. Review the *Collect export files created on or after this date* field. Proper use of this field ensures that you do not collect old information.
3. Specify at least one *CIMS scheduling term*. (The only time you might choose more than one term is when your school has scheduling term durations other than 36, 18, 12, 9, or 6 weeks and you have "faked" CIMS into allowing you to define others. In that case, at some times during the year you may need to collect information for courses that meet in more than one term.)
4. Click the *Run* button in the lower right corner.
5. If printing a collection report, a print preview screen similar to the following will be shown:

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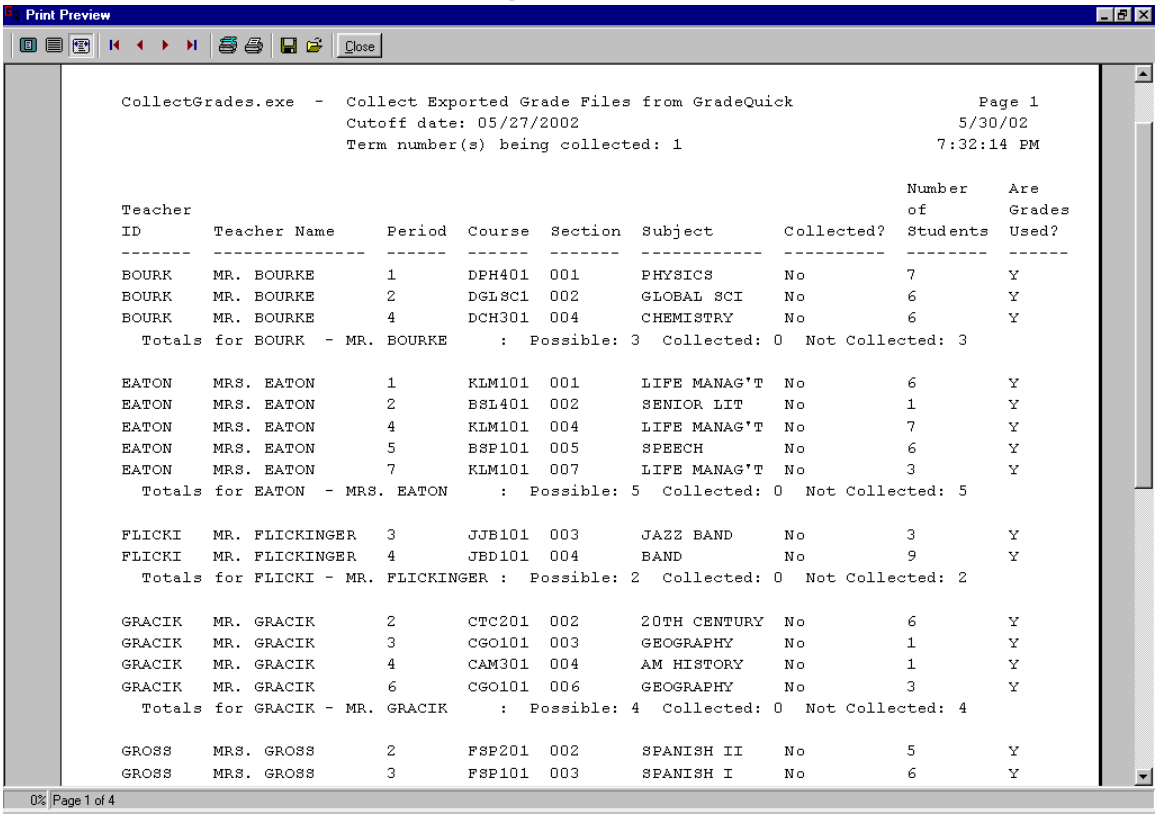
Print Preview
Close
CollectGrades.exe - Collect Exported Grade Files from GradeQuick Page 1
Cutoff date: 05/27/2002 5/30/02
Term number(s) being collected: 1 7:32:14 PM
Teacher ID | Teacher Name | Period | Course | Section | Subject | Collected? | Number of Students | Are Grades Used?
BOURK | MR. BOURKE | 1 | DPH401 | 001 | PHYSICS | No | 7 | Y
BOURK | MR. BOURKE | 2 | DGLSC1 | 002 | GLOBAL SCI | No | 6 | Y
BOURK | MR. BOURKE | 4 | DCH301 | 004 | CHEMISTRY | No | 6 | Y
Totals for BOURK - MR. BOURKE : Possible: 3 Collected: 0 Not Collected: 3
EATON | MRS. EATON | 1 | KLM101 | 001 | LIFE MANAG'T | No | 6 | Y
EATON | MRS. EATON | 2 | BSL401 | 002 | SENIOR LIT | No | 1 | Y
EATON | MRS. EATON | 4 | KLM101 | 004 | LIFE MANAG'T | No | 7 | Y
EATON | MRS. EATON | 5 | BSP101 | 005 | SPEECH | No | 6 | Y
EATON | MRS. EATON | 7 | KLM101 | 007 | LIFE MANAG'T | No | 3 | Y
Totals for EATON - MRS. EATON : Possible: 5 Collected: 0 Not Collected: 5
FLICKI | MR. FLICKINGER | 3 | JJB101 | 003 | JAZZ BAND | No | 3 | Y
FLICKI | MR. FLICKINGER | 4 | JBD101 | 004 | BAND | No | 9 | Y
Totals for FLICKI - MR. FLICKINGER : Possible: 2 Collected: 0 Not Collected: 2
GRACIK | MR. GRACIK | 2 | CTC201 | 002 | 20TH CENTURY | No | 6 | Y
GRACIK | MR. GRACIK | 3 | CGO101 | 003 | GEOGRAPHY | No | 1 | Y
GRACIK | MR. GRACIK | 4 | CAM301 | 004 | AM HISTORY | No | 1 | Y
GRACIK | MR. GRACIK | 6 | CGO101 | 006 | GEOGRAPHY | No | 3 | Y
Totals for GRACIK - MR. GRACIK : Possible: 4 Collected: 0 Not Collected: 4
GROSS | MRS. GROSS | 2 | FSP201 | 002 | SPANISH II | No | 5 | Y
GROSS | MRS. GROSS | 3 | FSP101 | 003 | SPANISH I | No | 6 | Y
0% Page 1 of 4

6. Use the toolbar buttons at the top of the screen to browse the report, print it, or even save a copy of it. Click the *Close* button on the *Print Preview* window when finished.
7. Close the program by clicking these menu items: *File* > *Exit*

SETUP GRADE POSTING PROCESS – AS/400

It would be wise to setup a *grade posting process* that corresponds to each grade reporting interval. For example, if your school sends out report cards four times per year, then you should define four grade posting processes. Further, if your school sends out four "mid-marking" reports via CIMS during the year, then you should define four more grade posting processes. In this way, you can define the processes once and simply *run* them at the appropriate time during the year.

The steps below demonstrate how to setup a single grade posting process. In this example, we'll assume the school uses 2 scheduling terms (semester 1 and semester 2) and 4 marking periods. We'll define a process for the end of the first semester (end of second marking period).

1. Start the *GradeQuick Grade Posting Process* program (item AOS.542 on menu AOS600), as follows:

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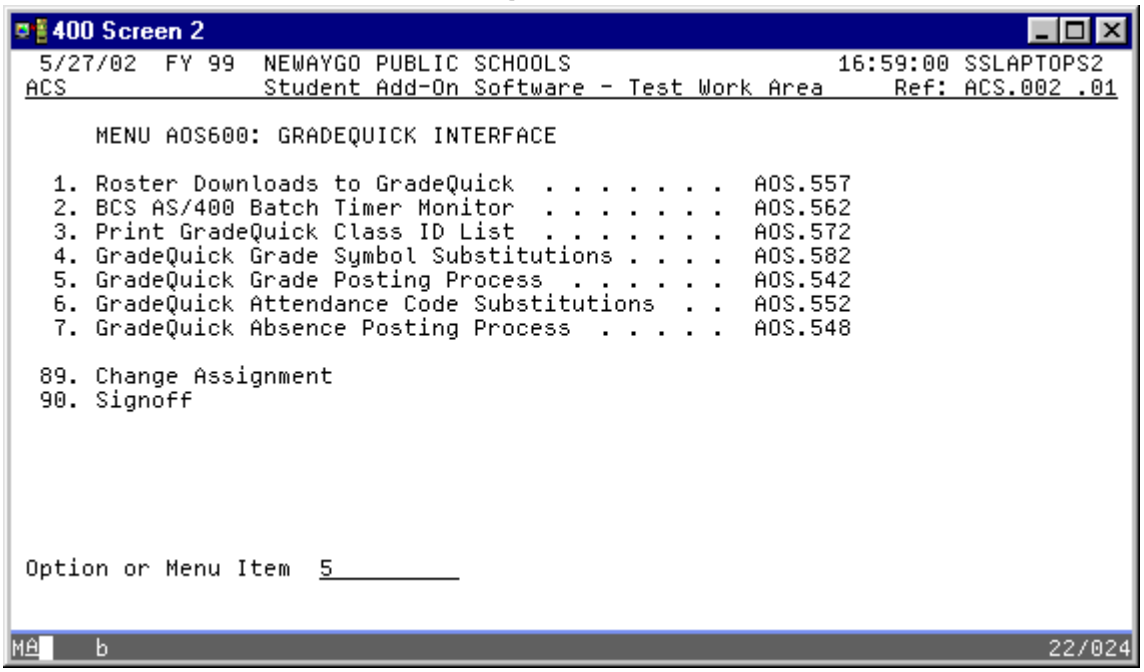
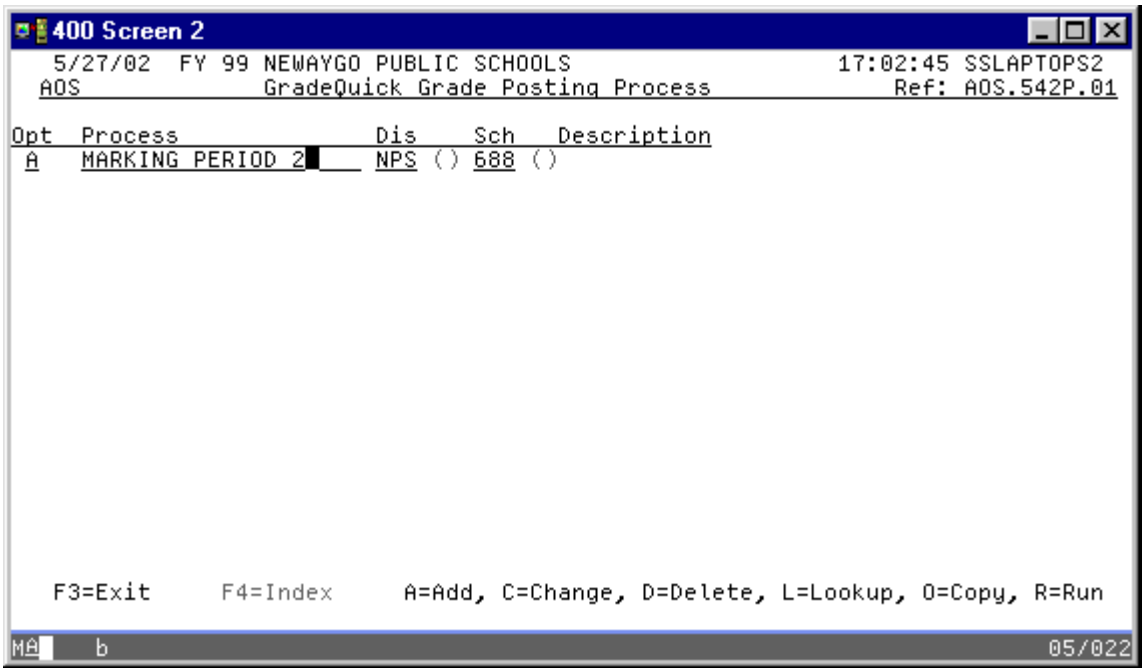

400 Screen 2
5/27/02 FY 99 NEWAYGO PUBLIC SCHOOLS 16:59:00 SSLAPTOPS2
ACS Student Add-On Software - Test Work Area Ref: ACS.002 .01
MENU AOS600: GRADEQUICK INTERFACE
1. Roster Downloads to GradeQuick AOS.557
2. BCS AS/400 Batch Timer Monitor AOS.562
3. Print GradeQuick Class ID List AOS.572
4. GradeQuick Grade Symbol Substitutions AOS.582
5. GradeQuick Grade Posting Process AOS.542
6. GradeQuick Attendance Code Substitutions . . AOS.552
7. GradeQuick Absence Posting Process AOS.548
89. Change Assignment
90. Signoff
Option or Menu Item 5
MA b 22/024

2. Add a new process by filling out screen ref. AOS.542P.01 in a manner similar to what's shown below:


400 Screen 2
5/27/02 FY 99 NEWAYGO PUBLIC SCHOOLS 17:02:45 SSLAPTOPS2
AOS GradeQuick Grade Posting Process Ref: AOS.542P.01
Opt Process Dis Sch Description
A MARKING PERIOD 2 NPS () 688 ()
F3=Exit F4=Index A=Add, C=Change, D=Delete, L=Lookup, O=Copy, R=Run
MA b 05/022

3. After pressing Enter, screen ref. AOS.543P.01 is shown. Fill it out in a way similar to that below:

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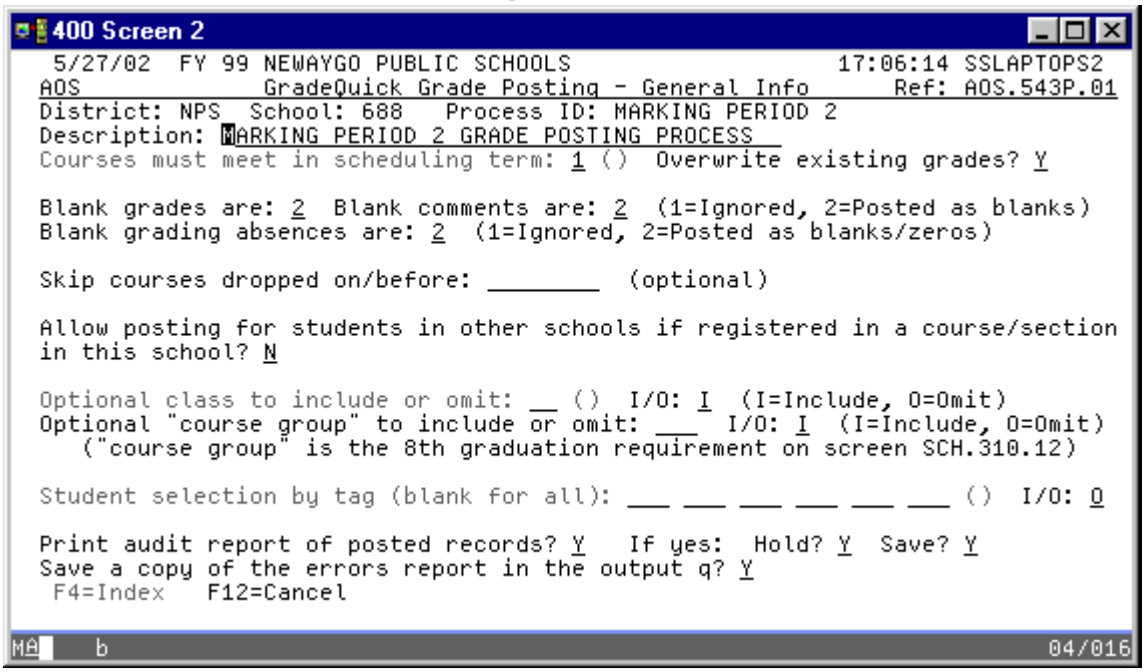
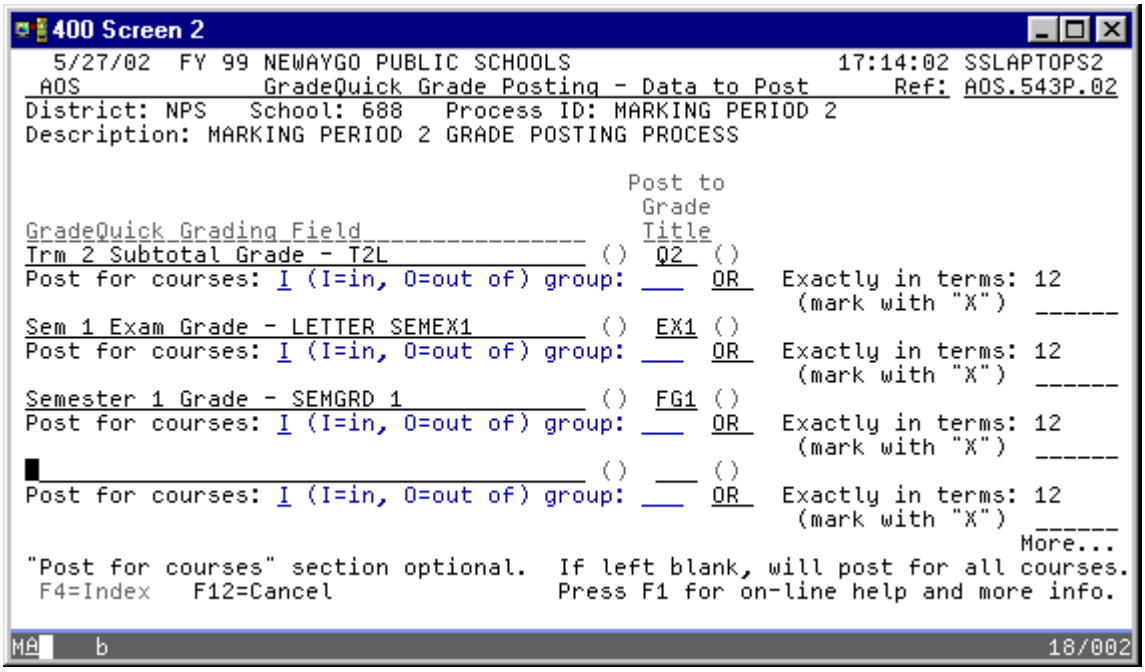

400 Screen 2
5/27/02 FY 99 NEWAYGO PUBLIC SCHOOLS 17:06:14 SSLAPTOPS2
AOS GradeQuick Grade Posting - General Info Ref: AOS.543P.01
District: NPS School: 688 Process ID: MARKING PERIOD 2
Description: MARKING PERIOD 2 GRADE POSTING PROCESS
Courses must meet in scheduling term: 1 () Overwrite existing grades? Y
Blank grades are: 2 Blank comments are: 2 (1=Ignored, 2=Posted as blanks)
Blank grading absences are: 2 (1=Ignored, 2=Posted as blanks/zeros)
Skip courses dropped on/before: _____ (optional)
Allow posting for students in other schools if registered in a course/section in this school? N
Optional class to include or omit: __ () I/O: I (I=Include, O=Omit)
Optional "course group" to include or omit: ___ I/O: I (I=Include, O=Omit)
("course group" is the 8th graduation requirement on screen SCH.310.12)
Student selection by tag (blank for all): ___ ___ ___ ___ ___ ___ () I/O: O
Print audit report of posted records? Y If yes: Hold? Y Save? Y
Save a copy of the errors report in the output q? Y
F4=Index F12=Cancel
MA b 04/016

4. After pressing Enter, screen ref. AOS.543P.02 is shown to allow you to specify which grades to post. Fill it out somewhat like the screen below:

Notes

- The *GradeQuick Grading Field* is the *source* of the data to be posted.
- The *Post to Grade Title* field is the *target* of the data to be posted.
- Press F4 on either field to get a list of available choices.
- Press F1 on the *GradeQuick Grading Field* to get a more detailed description of each option


400 Screen 2
5/27/02 FY 99 NEWAYGO PUBLIC SCHOOLS 17:14:02 SSLAPTOPS2
AOS GradeQuick Grade Posting - Data to Post Ref: AOS.543P.02
District: NPS School: 688 Process ID: MARKING PERIOD 2
Description: MARKING PERIOD 2 GRADE POSTING PROCESS
Post to Grade Title
GradeQuick Grading Field
Trm 2 Subtotal Grade - T2L () Q2 ()
Post for courses: I (I=in, O=out of) group: ___ OR Exactly in terms: 12 (mark with "X") ______
Sem 1 Exam Grade - LETTER SEMEX1 () EX1 ()
Post for courses: I (I=in, O=out of) group: ___ OR Exactly in terms: 12 (mark with "X") ______
Semester 1 Grade - SEMGRD 1 () FG1 ()
Post for courses: I (I=in, O=out of) group: ___ OR Exactly in terms: 12 (mark with "X") ______
() ___ ()
Post for courses: I (I=in, O=out of) group: ___ OR Exactly in terms: 12 (mark with "X") ______
More...
"Post for courses" section optional. If left blank, will post for all courses.
F4=Index F12=Cancel Press F1 for on-line help and more info.
MA b 18/002

5. After pressing Enter, screen ref. AOS.543P.03 is shown to allow you to specify which comments to post. Fill it out somewhat like the screen below:

Notes

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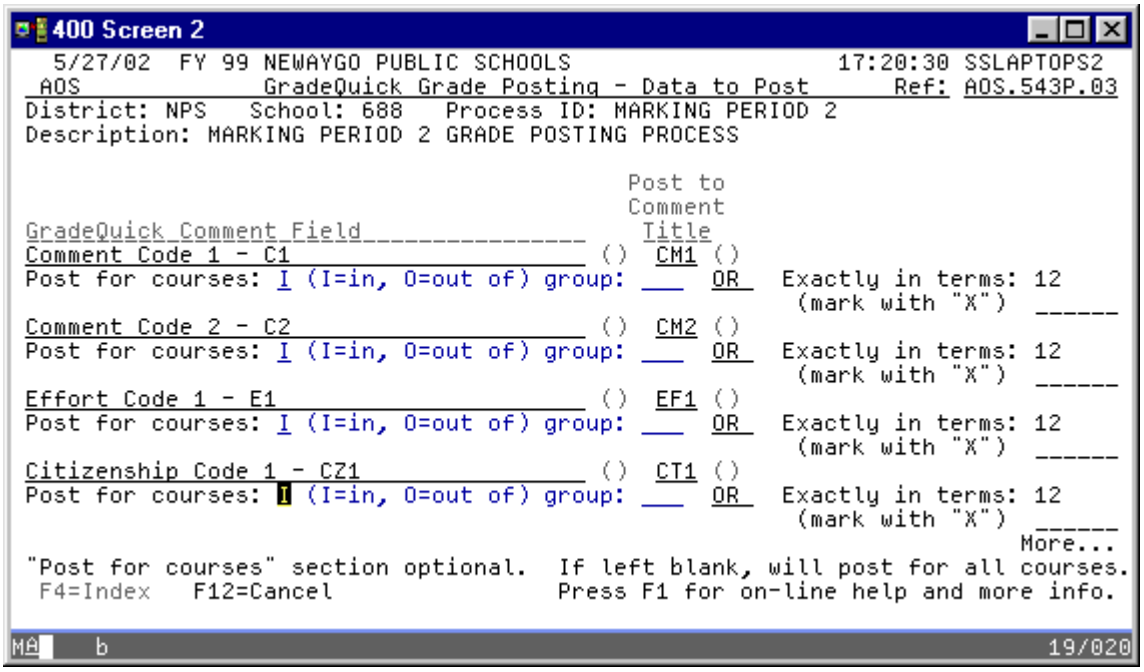
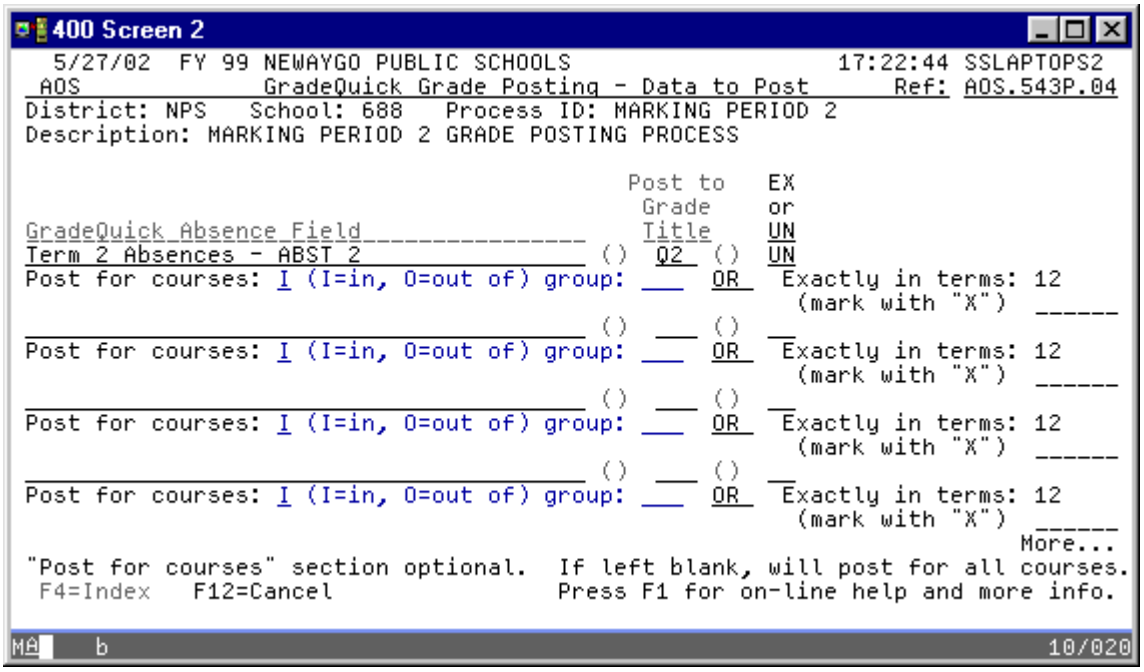
- The *GradeQuick Comment Field* is the *source* of the data to be posted.
- The *Post to Comment Title* field is the *target* of the data to be posted.
- Press F4 on either field to get a list of available choices.
- Press F1 on the *GradeQuick Comment Field* to get a more detailed description of each option


400 Screen 2
5/27/02 FY 99 NEWAYGO PUBLIC SCHOOLS 17:20:30 SSLAPTOPS2
AOS GradeQuick Grade Posting - Data to Post Ref: AOS.543P.03
District: NPS School: 688 Process ID: MARKING PERIOD 2
Description: MARKING PERIOD 2 GRADE POSTING PROCESS
Post to Comment
GradeQuick Comment Field Title
Comment Code 1 - C1 () CM1 ()
Post for courses: I (I=in, O=out of) group: OR Exactly in terms: 12
(mark with "X")
Comment Code 2 - C2 () CM2 ()
Post for courses: I (I=in, O=out of) group: OR Exactly in terms: 12
(mark with "X")
Effort Code 1 - E1 () EF1 ()
Post for courses: I (I=in, O=out of) group: OR Exactly in terms: 12
(mark with "X")
Citizenship Code 1 - CZ1 () CT1 ()
Post for courses: I (I=in, O=out of) group: OR Exactly in terms: 12
(mark with "X")
More...
"Post for courses" section optional. If left blank, will post for all courses.
F4=Index F12=Cancel Press F1 for on-line help and more info.
MA b 19/020

6. After pressing Enter, screen ref. AOS.543P.04 is shown to allow you to specify which grading absences to post, if any. If you'd like to post grading absences, fill it out somewhat like the screen below:

Notes

- The *GradeQuick Absence Field* is the *source* of the data to be posted.
- The *Post to Grade Title* field is the *target* of the data to be posted.
- Press F4 on either field to get a list of available choices.
- Press F1 on the *GradeQuick Absence Field* to get a more detailed description of each option


400 Screen 2
5/27/02 FY 99 NEWAYGO PUBLIC SCHOOLS 17:22:44 SSLAPTOPS2
AOS GradeQuick Grade Posting - Data to Post Ref: AOS.543P.04
District: NPS School: 688 Process ID: MARKING PERIOD 2
Description: MARKING PERIOD 2 GRADE POSTING PROCESS
Post to EX
Grade or
GradeQuick Absence Field Title UN
Term 2 Absences - ABST 2 () Q2 () UN
Post for courses: I (I=in, O=out of) group: OR Exactly in terms: 12
(mark with "X")
() () __
Post for courses: I (I=in, O=out of) group: OR Exactly in terms: 12
(mark with "X")
() () __
Post for courses: I (I=in, O=out of) group: OR Exactly in terms: 12
(mark with "X")
() () __
Post for courses: I (I=in, O=out of) group: OR Exactly in terms: 12
(mark with "X")
More...
"Post for courses" section optional. If left blank, will post for all courses.
F4=Index F12=Cancel Press F1 for on-line help and more info.
MA b 10/020

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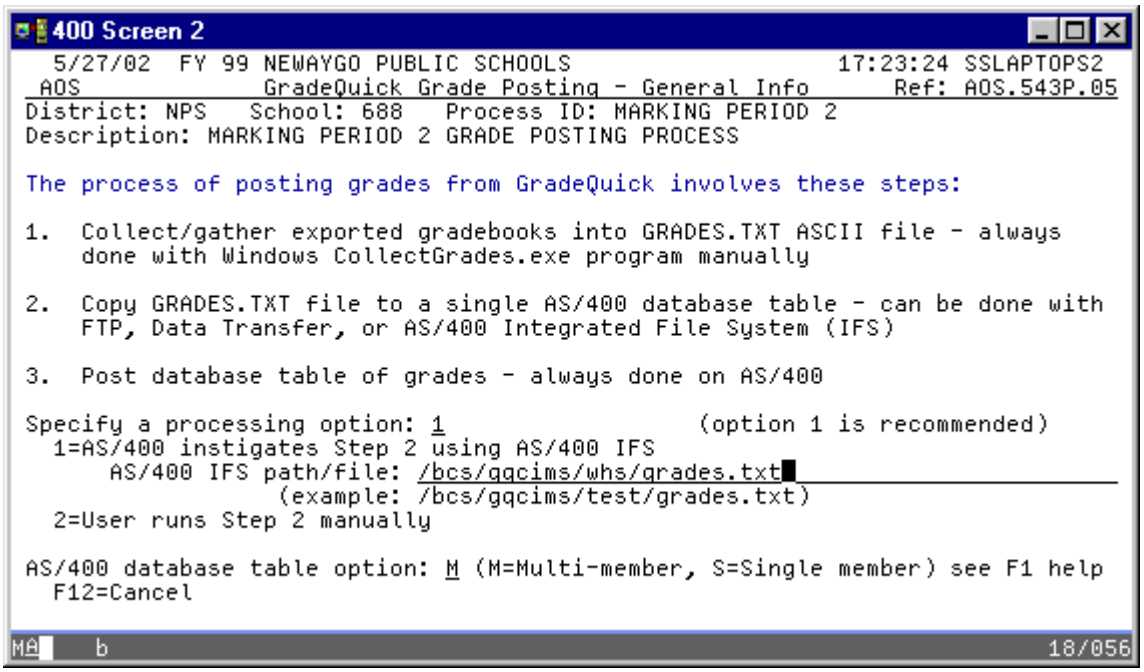
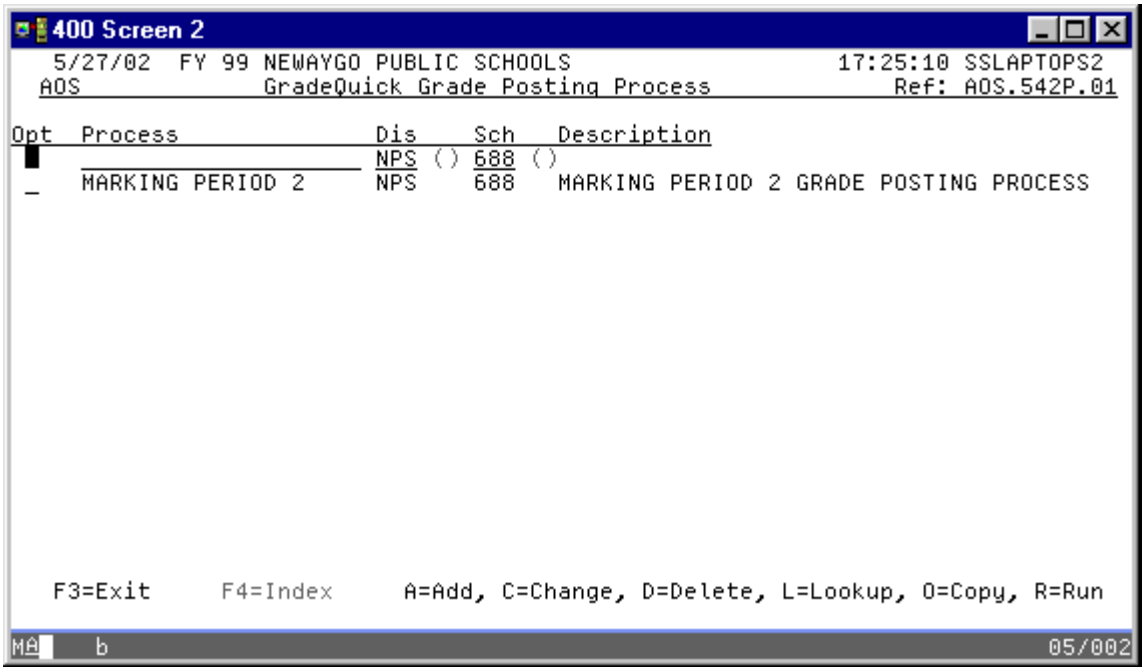
7. After Enter is pressed, screen ref. AOS.543P.05 is shown. Specify values similar to those shown below and then press Enter:


400 Screen 2
5/27/02 FY 99 NEWAYGO PUBLIC SCHOOLS 17:23:24 SSLAPTOPS2
AOS GradeQuick Grade Posting - General Info Ref: AOS.543P.05
District: NPS School: 688 Process ID: MARKING PERIOD 2
Description: MARKING PERIOD 2 GRADE POSTING PROCESS
The process of posting grades from GradeQuick involves these steps:
1. Collect/gather exported gradebooks into GRADES.TXT ASCII file - always done with Windows CollectGrades.exe program manually
2. Copy GRADES.TXT file to a single AS/400 database table - can be done with FTP, Data Transfer, or AS/400 Integrated File System (IFS)
3. Post database table of grades - always done on AS/400
Specify a processing option: 1 (option 1 is recommended)
1=AS/400 instigates Step 2 using AS/400 IFS
AS/400 IFS path/file: /bcs/gqcims/whs/grades.txt
(example: /bcs/gqcims/test/grades.txt)
2=User runs Step 2 manually
AS/400 database table option: M (M=Multi-member, S=Single member) see F1 help
F12=Cancel
MA b 18/056

8. Back at screen ref. AOS.542P.01, shown below, press F3 to exit the program.


400 Screen 2
5/27/02 FY 99 NEWAYGO PUBLIC SCHOOLS 17:25:10 SSLAPTOPS2
AOS GradeQuick Grade Posting Process Ref: AOS.542P.01
Opt Process Dis Sch Description
NPS () 688 ()
MARKING PERIOD 2 NPS 688 MARKING PERIOD 2 GRADE POSTING PROCESS
F3=Exit F4=Index A=Add, C=Change, D=Delete, L=Lookup, O=Copy, R=Run
MA b 05/002

OPTIONALLY SETUP GRADE SYMBOL SUBSTITUTIONS

If you have a need swap out a GradeQuick grade symbol with a valid CIMS grade symbol at posting time on the AS/400, use this program to do so. For example, if you haven't setup GradeQuick so that it uses the CIMS grade symbols, they can be converted on the fly (like converting an **F** grade to an **E** grade). Follow the steps below to setup substitutions:

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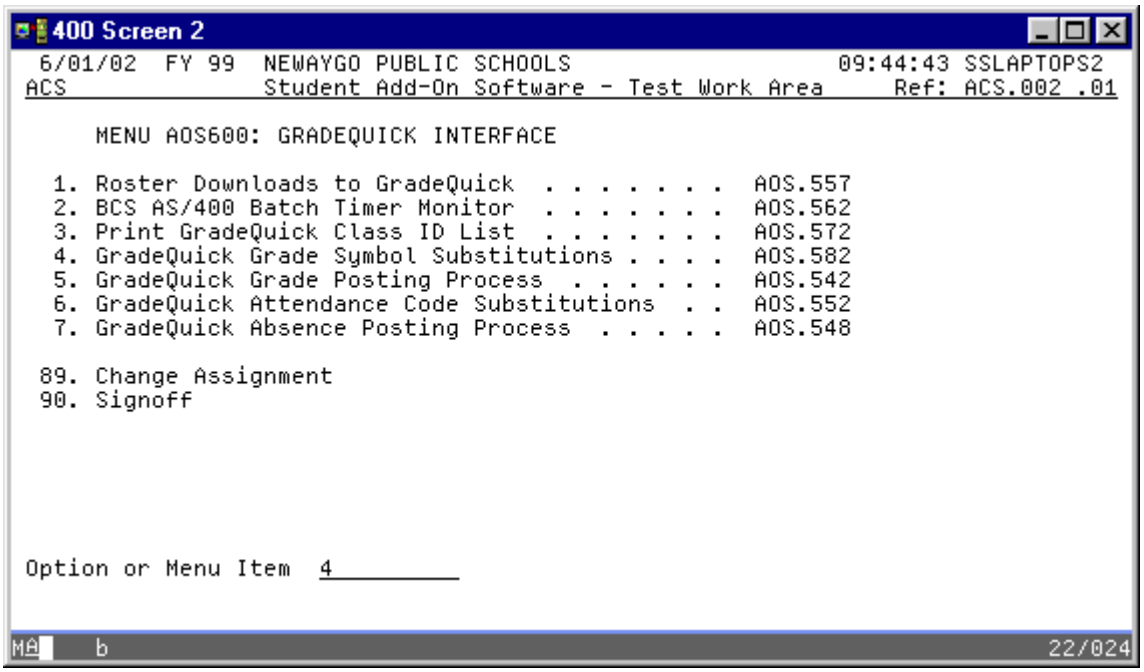
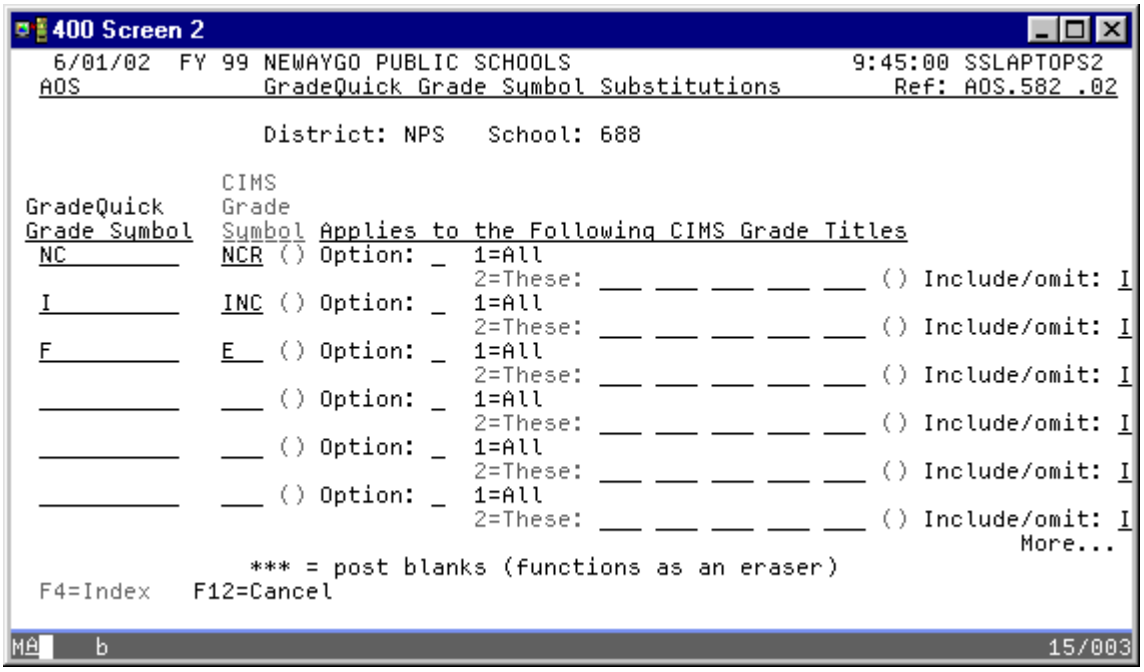
1. Start the *GradeQuick Grade Symbol Substitutions* program (item AOS.582 on menu AOS600) as shown below:


400 Screen 2
6/01/02 FY 99 NEWAYGO PUBLIC SCHOOLS 09:44:43 SSLAPTOPS2
ACS Student Add-On Software - Test Work Area Ref: ACS.002 .01
MENU AOS600: GRADEQUICK INTERFACE
1. Roster Downloads to GradeQuick AOS.557
2. BCS AS/400 Batch Timer Monitor AOS.562
3. Print GradeQuick Class ID List AOS.572
4. GradeQuick Grade Symbol Substitutions AOS.582
5. GradeQuick Grade Posting Process AOS.542
6. GradeQuick Attendance Code Substitutions . . AOS.552
7. GradeQuick Absence Posting Process AOS.548
89. Change Assignment
90. Signoff
Option or Menu Item 4
MA b 22/024

2. Fill out screen ref. AOS.582.02 in a manner similar to the example below:


400 Screen 2
6/01/02 FY 99 NEWAYGO PUBLIC SCHOOLS 9:45:00 SSLAPTOPS2
AOS GradeQuick Grade Symbol Substitutions Ref: AOS.582 .02
District: NPS School: 688
GradeQuick Grade Symbol
CIMS Grade Symbol
Applies to the Following CIMS Grade Titles
NC NCR () Option: _ 1=All 2=These: () Include/omit: I
I INC () Option: _ 1=All 2=These: () Include/omit: I
F E () Option: _ 1=All 2=These: () Include/omit: I
() Option: _ 1=All 2=These: () Include/omit: I
() Option: _ 1=All 2=These: () Include/omit: I
() Option: _ 1=All 2=These: () Include/omit: I
More...
*** = post blanks (functions as an eraser)
F4=Index F12=Cancel
MA b 15/003

3. Press Enter to return to the menu.

RUN GRADE POSTING PROCESS – AS/400

1. Start the *GradeQuick Grade Posting Process* program (item AOS.542 on menu AOS600) as shown below:

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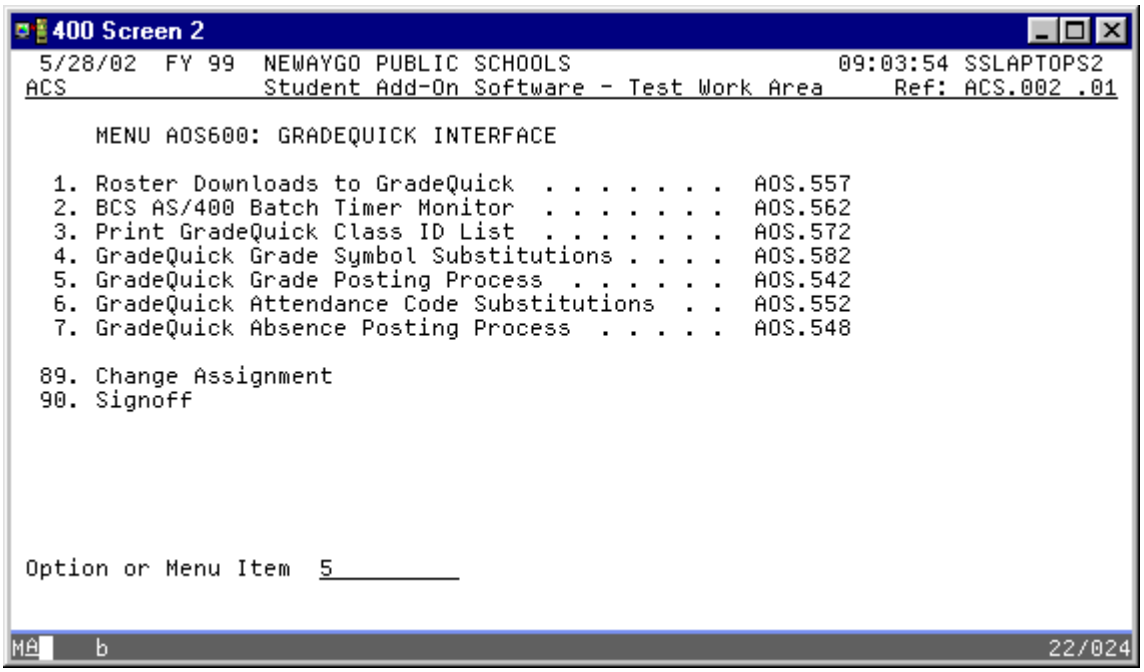
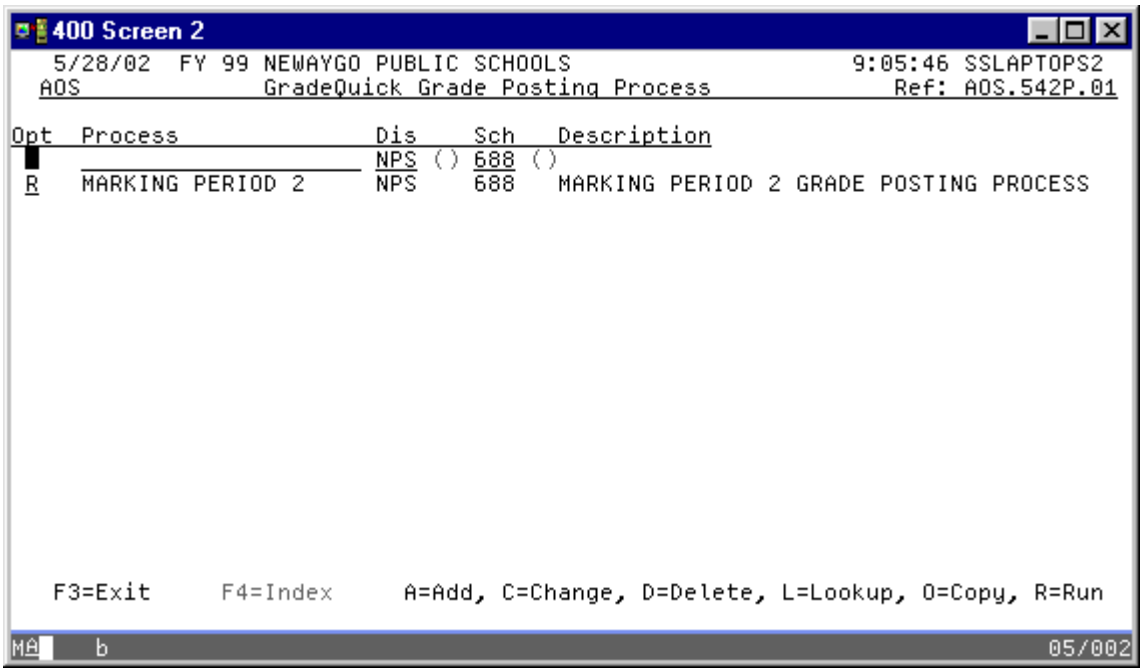

400 Screen 2
5/28/02 FY 99 NEWAYGO PUBLIC SCHOOLS 09:03:54 SSLAPTOPS2
ACS Student Add-On Software - Test Work Area Ref: ACS.002 .01
MENU AOS600: GRADEQUICK INTERFACE
1. Roster Downloads to GradeQuick AOS.557
2. BCS AS/400 Batch Timer Monitor AOS.562
3. Print GradeQuick Class ID List AOS.572
4. GradeQuick Grade Symbol Substitutions AOS.582
5. GradeQuick Grade Posting Process AOS.542
6. GradeQuick Attendance Code Substitutions . . AOS.552
7. GradeQuick Absence Posting Process AOS.548
89. Change Assignment
90. Signoff
Option or Menu Item 5
MA b 22/024

2. Key an *R* (run) option to the left of the desired process and press Enter, as shown below:


400 Screen 2
5/28/02 FY 99 NEWAYGO PUBLIC SCHOOLS 9:05:46 SSLAPTOPS2
AOS GradeQuick Grade Posting Process Ref: AOS.542P.01
Opt Process Dis Sch Description
NPS () 688 ()
R MARKING PERIOD 2 NPS 688 MARKING PERIOD 2 GRADE POSTING PROCESS
F3=Exit F4=Index A=Add, C=Change, D=Delete, L=Lookup, O=Copy, R=Run
MA b 05/002

3. The following screen will be shown during uploading of data:

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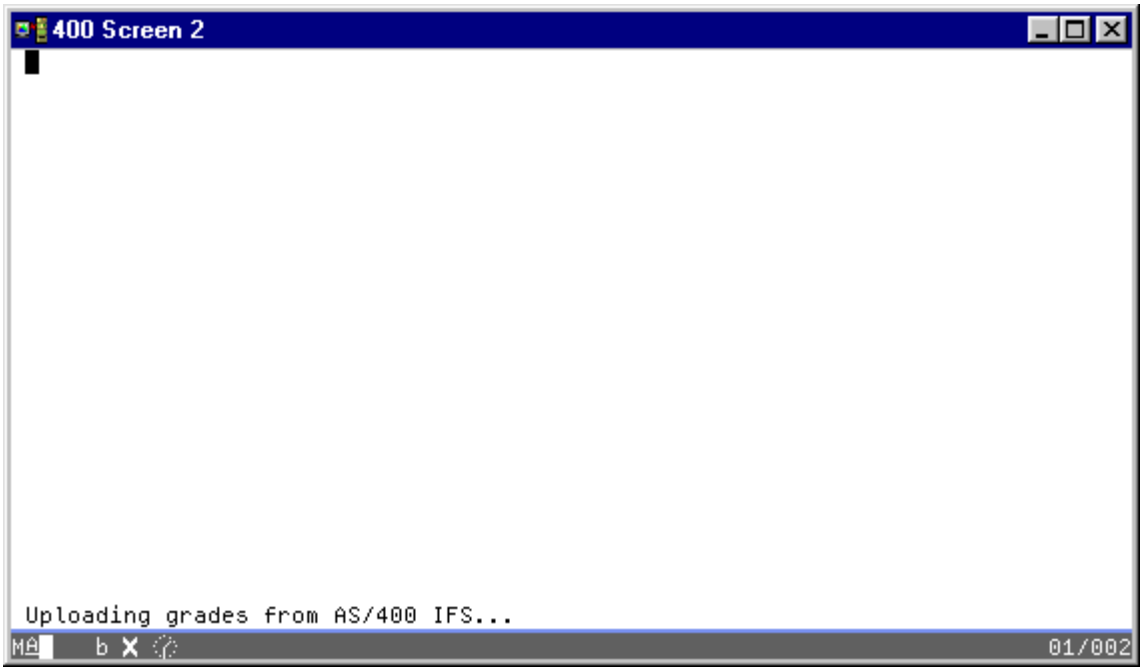
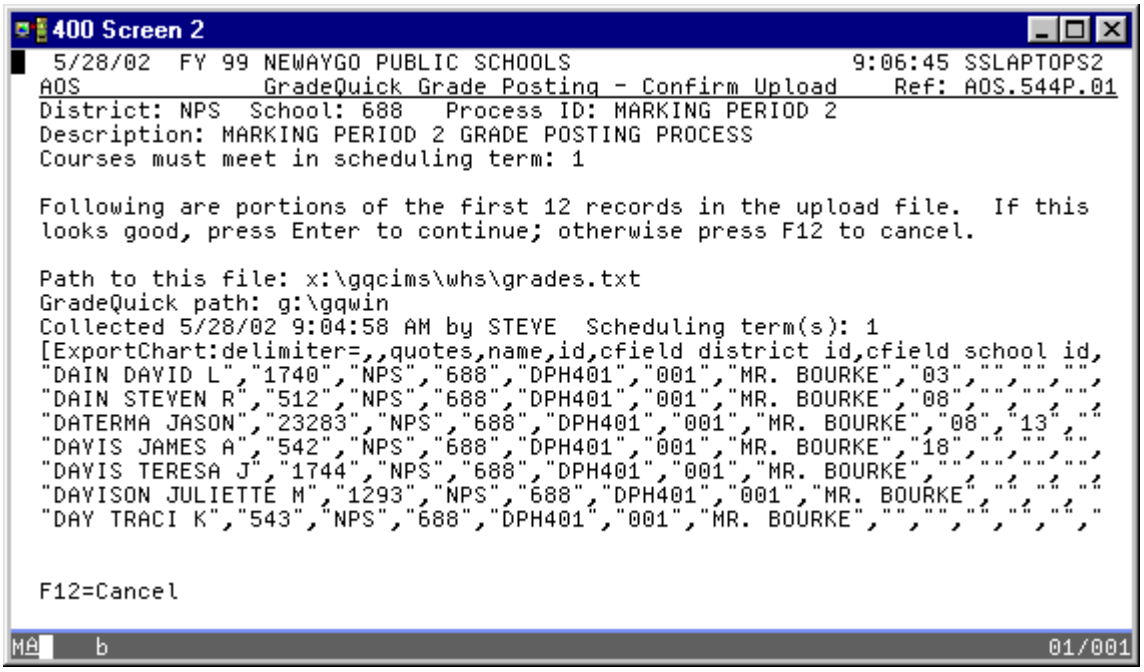


4. When the upload has been completed, the following confirmation screen will be shown:


400 Screen 2
5/28/02 FY 99 NEWAYGO PUBLIC SCHOOLS 9:06:45 SSLAPTOPS2
AOS GradeQuick Grade Posting - Confirm Upload Ref: AOS.544P.01
District: NPS School: 688 Process ID: MARKING PERIOD 2
Description: MARKING PERIOD 2 GRADE POSTING PROCESS
Courses must meet in scheduling term: 1
Following are portions of the first 12 records in the upload file. If this looks good, press Enter to continue; otherwise press F12 to cancel.
Path to this file: x:\gqcims\whs\grades.txt
GradeQuick path: g:\gqwin
Collected 5/28/02 9:04:58 AM by STEVE Scheduling term(s): 1
[ExportChart:delimiter=,,quotes,name,id,cfield district id,cfield school id,
"DAIN DAVID L","1740","NPS","688","DPH401","001","MR. BOURKE","03","","","",
"DAIN STEVEN R","512","NPS","688","DPH401","001","MR. BOURKE","08","","","",
"DATERMA JASON","23283","NPS","688","DPH401","001","MR. BOURKE","08","13","
"DAVIS JAMES A","542","NPS","688","DPH401","001","MR. BOURKE","18","","","",
"DAVIS TERESA J","1744","NPS","688","DPH401","001","MR. BOURKE","","","","",
"DAVISON JULIETTE M","1293","NPS","688","DPH401","001","MR. BOURKE","","","",
"DAY TRACI K","543","NPS","688","DPH401","001","MR. BOURKE","","","","","
F12=Cancel
MA b
01/001

Notes

- Verify the *Path to this file* field. Was this the file you expected to upload?
- Verify the *GradeQuick path* field. Is this where your school keeps GradeQuick on your network?
- Verify the *Collected* date and time and the *by* user, which indicates who ran the *"Collect Grades"* program and when.
- Verify the *Scheduling term(s)* field. Those terms were specified on the *"Collect Grades"* program.
- In the student rows verify that these students are ones you have at your school. The fields from left to right should be: *Student Name, Student ID, District ID, School ID, Course#, Section#, Teacher Name*, etc.

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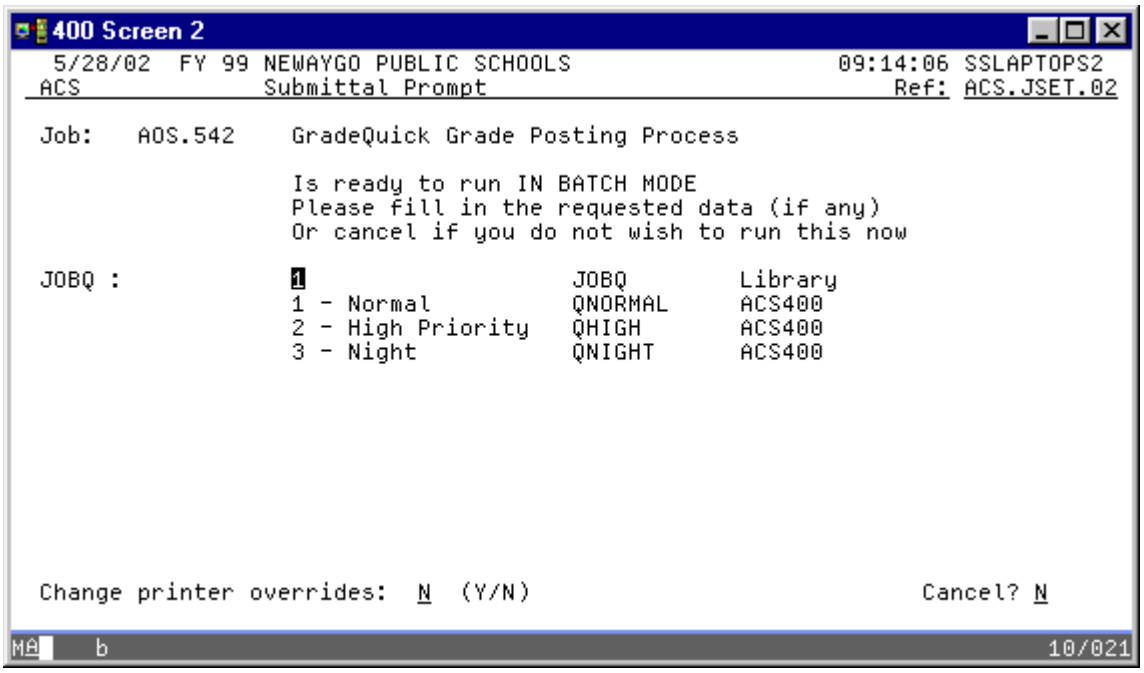
5. After verifying that all is well, when Enter is pressed the following screen will be shown:


400 Screen 2
5/28/02 FY 99 NEWAYGO PUBLIC SCHOOLS 09:14:06 SSLAPTOPS2
ACS Submittal Prompt Ref: ACS.JSET.02
Job: AOS.542 GradeQuick Grade Posting Process
Is ready to run IN BATCH MODE
Please fill in the requested data (if any)
Or cancel if you do not wish to run this now
JOBQ : 1 JOBQ Library
1 - Normal QNORMAL ACS400
2 - High Priority QHIGH ACS400
3 - Night QNIGHT ACS400
Change printer overrides: N (Y/N) Cancel? N
MA b 10/021

6. Press Enter. The previous menu will be displayed.
7. Review the *Errors Report* that will be printed. Depending on what is shown, you may have to collect and post again.
8. If you requested an *Audit Report* to be printed, review that as well.

Sample reports are shown on the following pages.

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Errors Report (Cover Page)

```
 Date:  5/28/02                  GRADEQUICK - GRADE POSTING COVER PAGE/OPTIONS                          Page    1
 Time:  9:17:17                  NPS  NEWAYGO PUBLIC SCHOOLS
 Prog: AOS.542                   688  NEWAYGO HIGH SCHOOL
                                 PROCESS: MARKING PERIOD 2      -  MARKING PERIOD 2 GRADE POSTING PROCESS
-------------------------------------------------------------------------------------------------------------------------

  COURSES MUST MEET IN SCHEDULING TERM:  1   OVERWRITE EXISTING GRADES?  Y - YES

  BLANK GRADES ARE:  2 - POSTED AS BLANKS

  BLANK COMMENTS ARE:  2 - POSTED AS BLANKS

  BLANK GRADING ABSENCES ARE:  2 - POSTED AS BLANKS/ZEROS

  SKIP COURSES DROPPED ON/BEFORE:

  ALLOW POSTING FOR STUDENTS IN OTHER SCHOOLS IF REGISTERED IN A COURSE/SECTION IN THIS SCHOOL?  N - NO

  OPTIONAL CLASS TO INCLUDE OR OMIT:       I/O:  I - INCLUDE

  OPTIONAL "COURSE GROUP" TO INCLUDE OR OMIT:        I/O:  I - INCLUDE

  STUDENT SELECTION BY TAG (BLANK FOR ALL):                              I/O:  O - OMIT

  PRINT AUDIT REPORT OF POSTED RECORDS?  Y - YES   IF YES:  HOLD?  Y - YES   SAVE?  Y - YES

- SAVE A COPY OF THE ERRORS REPORT IN THE OUTPUT Q?  Y - YES
-------------------------------------------------------------------------------------------------------------------------
                                  POST TO        *----------POST FOR COURSES----------*
                                   GRADE                                  EXACTLY IN
  GRADEQUICK GRADING FIELD         TITLE         IN/OUT OF  GROUP         TERMS  12
  T2L                               Q2                              OR
  LETTER SEMEX1                     EX1                             OR
  SEMGRD 1                          FG1                             OR
-------------------------------------------------------------------------------------------------------------------------
                                  POST TO        *----------POST FOR COURSES----------*
                                   GRADE                                  EXACTLY IN
  GRADEQUICK COMMENT FIELD         TITLE         IN/OUT OF  GROUP         TERMS  12
  C1                                CM1                             OR
  C2                                CM2                             OR
  E2                                E2                              OR
  CZ2                               CT2                             OR
-------------------------------------------------------------------------------------------------------------------------
                                  POST TO   EX   *----------POST FOR COURSES----------*
                                   GRADE    OR                             EXACTLY IN
  GRADEQUICK ABSENCE FIELD         TITLE    UN   IN/OUT OF  GROUP         TERMS  12
  ABST 2                            Q2       UN                      OR

-
```


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Errors Report (after cover page)

Date: 5/28/02 GRADEQUICK - GRADE POSTING ERRORS LIST Page 2
Time: 9:17:17 NPS NEWAYGO PUBLIC SCHOOLS
Prog: AOS.542 688 NEWAYGO HIGH SCHOOL
PROCESS: MARKING PERIOD 2 - MARKING PERIOD 2 GRADE POSTING PROCESS

TEACHER NAME	COURSE	SEC	STUDENT NAME	STUDENT ID	GRADEQUICK FIELD NAME	DATA	G C A	GRADE OR COMMENT TITLE	ERROR DESCRIPTION
MR. BOURKE	DPH401	1	DAIN DAVID L	1740	E2		C	E2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAIN DAVID L	1740	CZ2		C	CT2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAIN DAVID L	1740	ABST 2		A	Q2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAIN STEVEN R	512	E2		C	E2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAIN STEVEN R	512	CZ2		C	CT2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAIN STEVEN R	512	ABST 2		A	Q2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DATERMA JASON	23283	E2		C	E2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DATERMA JASON	23283	CZ2		C	CT2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DATERMA JASON	23283	ABST 2		A	Q2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAVIS JAMES A	542	E2		C	E2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAVIS JAMES A	542	CZ2		C	CT2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAVIS JAMES A	542	ABST 2		A	Q2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAVIS TERESA J	1744	E2		C	E2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAVIS TERESA J	1744	CZ2		C	CT2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAVIS TERESA J	1744	ABST 2		A	Q2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAVISON JULIETTE M	1293	E2		C	E2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAVISON JULIETTE M	1293	CZ2		C	CT2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAVISON JULIETTE M	1293	ABST 2		A	Q2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAY TRACI K	543	E2		C	E2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAY TRACI K	543	CZ2		C	CT2	GQ FIELD NOT IN FILE
MR. BOURKE	DPH401	1	DAY TRACI K	543	ABST 2		A	Q2	GQ FIELD NOT IN FILE

TOTAL ERRORS: 21

TOTAL ITEMS POSTED		CONSISTS OF		RECORDS SKIPPED BY REASON	
GRADES:	21	1	TEACHERS	0	DROPPED COURSE/SECTION
COMMENTS:	14	7	STUDENTS	0	DIDN'T MEET CLASS (GRADE LEVEL) CRITERIA
ABSENCES:	0	1	CLASSES (COURSE/SEC)	0	DIDN'T MEET COURSE GROUP CRITERIA
ALL:	35			0	DIDN'T MEET TAG CRITERIA
				0	STUDENT IN OTHER SCHOOL
				0	SOURCE RECORD NOT FOR THIS SCHOOL

Notes
Following is more information for the counts of *Records Skipped by Reason*. Errors are not generated for skipped records.

- **Dropped course/section** – Accumulated only if a date was entered in the *Skip courses dropped on/before* field on screen ref. AOS.543P.01. If course was dropped on or before the date entered, this count is incremented.
- **Didn't meet class (grade level) criteria** – Accumulated only if a value was entered in the *Optional class to include or omit* field on screen ref. AOS.543P.01. If student not in the class specified, this count is incremented.
- **Didn't meet course group criteria** – Accumulated only if a value was entered in the *Optional "course group" to include or omit* field on screen ref. AOS.543P.01 and the course did not match the value specified.
- **Didn't meet tag criteria** – Accumulated only if a value was entered in the *Student selection by tag* field on screen ref. AOS.543P.01 and the student did not meet the criteria.
- **Student in other school** – Accumulated only if an **N** was specified for the *Allow posting for students in other schools…* field on screen ref. AOS.543P.01 and the student is enrolled at a different school.
- **Source record not for this school** – Accumulated when the District or School field in the input record from GradeQuick does not match the one being processed. This will occur, for example, if you accidentally attempt to upload/post records from a different school.

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Audit Report

Date: 5/28/02 GRADEQUICK - GRADE POSTING AUDIT REPORT Page 1
Time: 9:17:12 NPS NEWAYGO PUBLIC SCHOOLS
Prog: A05.542 688 NEWAYGO HIGH SCHOOL
PROCESS: MARKING PERIOD 2 - MARKING PERIOD 2 GRADE POSTING PROCESS

TEACHER NAME	COURSE	SEC	STUDENT NAME	STUDENT ID	GRADEQUICK FIELD NAME	DATA	G C A	GRADE/ CMT TITLE	EX OR UN	VALUE POSTED	SUBSTITUTED?
MR. BOURKE	DPH401	1	DAIN DAVID L	1740	T2L	B	G	Q2		B	
					LETTER SEMEX1	C	G	EX1		C	
					SEMGRD 1	B	G	FG1		B	
					C1	03	C	CM1		03	
					C2		C	CM2			
MR. BOURKE	DPH401	1	DAIN STEVEN R	512	T2L	A	G	Q2		A	
					LETTER SEMEX1	C	G	EX1		C	
					SEMGRD 1	B	G	FG1		B	
					C1	08	C	CM1		08	
					C2		C	CM2			
MR. BOURKE	DPH401	1	DATERMA JASON	23283	T2L	C	G	Q2		C	
					LETTER SEMEX1	B	G	EX1		B	
					SEMGRD 1	C	G	FG1		C	
					C1	08	C	CM1		08	
					C2	13	C	CM2		13	
MR. BOURKE	DPH401	1	DAVIS JAMES A	542	T2L	C	G	Q2		C	
					LETTER SEMEX1	F	G	EX1		F	
					SEMGRD 1	D	G	FG1		D	
					C1	18	C	CM1		18	
					C2		C	CM2			
MR. BOURKE	DPH401	1	DAVIS TERESA J	1744	T2L	F	G	Q2		F	
					LETTER SEMEX1	A	G	EX1		A	
					SEMGRD 1	D	G	FG1		D	
					C1		C	CM1			
					C2		C	CM2			
MR. BOURKE	DPH401	1	DAVISON JULIETTE M	1293	T2L	A	G	Q2		A	
					LETTER SEMEX1	B	G	EX1		B	
					SEMGRD 1	A	G	FG1		A	
					C1		C	CM1			
					C2		C	CM2			
MR. BOURKE	DPH401	1	DAY TRACI K	543	T2L	A	G	Q2		A	
					LETTER SEMEX1	B	G	EX1		B	
					SEMGRD 1	B	G	FG1		B	
					C1		C	CM1			
					C2		C	CM2			

TOTAL ITEMS POSTED
GRADES: 21
COMMENTS: 14
ABSENCES: 0
ALL: 35

CONSISTS OF
1 TEACHERS
7 STUDENTS
1 CLASSES (COURSE/SEC)

RECORDS SKIPPED BY REASON
0 DROPPED COURSE/SECTION
0 DIDN'T MEET CLASS (GRADE LEVEL) CRITERIA
0 DIDN'T MEET COURSE GROUP CRITERIA
0 DIDN'T MEET TAG CRITERIA
0 STUDENT IN OTHER SCHOOL
0 SOURCE RECORD NOT FOR THIS SCHOOL

Notes

- In the column labeled **G C A**, *G* stands for grade, *C* stands for comment, *A* stands for absence.

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- If there is a value in the **Substituted?** column, then a substitution of values occurred based on your entries in the *GradeQuick Grade Symbol Substitutions* program (item AOS.582 on menu AOS600).
- See the errors report, above, for a description of the *Records Skipped by Reason* quantities at the bottom of the report

TROUBLE-SHOOTING

The following symptoms apply to the use of the *"Collect Grades"* Windows program. Before trouble-shooting the use of this program, make sure when it was run that the *Print with details* **Collection Report Option** was specified – as it provides the most specific information for pin-pointing issues.

Symptom	Recommendation
The collection details report does not list all teachers and all course sections.	Any of the following options, when used, could reduce the number of course/sections listed. Only course/sections included in the last download run(s) for the specified term(s) will be listed on the report. All of these options are contained on screen ref. AOS.558P.02 in the *Roster Downloads to GradeQuick* program (item AOS.557 on menu AOS600). • Limit to teachers • Exclude non-graded courses • Include/omit course numbers matching this pattern • Include/omit teacher IDs matching this pattern • Optional "course group" to include or omit
Some teachers' files are not collected – even though their names and course/sections appear on the collection report as possible items to collect.	• Check for the existence of export file(s) in the expected export file location – which is either the teacher's default GradeQuick folder or, if specified, the *Grade Export Directory* on the GradeQuick *System Information* screen. A sample export file name is: **02-03-MTH101-003** where 02-03 = school year, MTH101 = course#, and 003 = section#. • Check the *last modified date* of the export file to make sure it is on or after the date specified in the *Collect export files created on or after this date* field. • Have teacher(s) send/re-send grades if not exported/recently. • Verify that the user running the collection has permissions to the export file location (folder). To test permissions, try using *My Computer* to manually navigate into the folder and open the export file with *Notepad*. • Verify that the user running the collection has drive letter mappings that correspond to the ones used on the GradeQuick *System Information* screen and Site Manager's *Set Directory Paths*.

The following symptoms apply to the use of the *GradeQuick Grade Posting Process* program (item AOS.542 on menu AOS600).

Symptom	Recommendation
A screen titled *Notice of Upload Problem* is displayed after attempting to *run* a grade posting process from screen ref. AOS.542P.01.	• Verify that the IFS folder/file name shown on the screen exists. You can use *Operations Navigator* or the following AS/400 command, for example: DSPLNK OBJ('/bcs/gqcims/whs/grades.txt')

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	• Verify that the user running AOS.542 has permissions to the IFS folder/file. Use *Operations Navigator* or the *Manage File Permissions* program (item AOS.180 on menu AOS100). • Verify that the user running AOS.542 has permissions to the *To AS/400* database file. You can use AOS.180 to check/change this.
Although no processing errors occurred, the results of the grade posting process are not as expected.	• Review the errors report, which is always printed • If the option to print an audit report was not set to **Y** in the posting process, change it and then re-run AOS.542. • Review the audit report

Chapter 7. Upload/Post Attendance from GradeQuick to CIMS

OVERVIEW

Daily period-by-period or morning/afternoon attendance can be posted from GradeQuick to CIMS. The following steps generally describe the flow of this on-demand process:

1. Teachers *send* attendance for each of their gradebook files. This is an *export* process that creates an export file. (GradeQuick can be configured to export automatically instead of manually; see the section *Automatic Send/Export* on page 75.)
2. "Office person" *collects* all exported files into a single file.
3. "Office person" uploads and posts single file of attendance transactions to the AS/400.

The office person must be able to access the GradeQuick folder on the network as well as the AS/400 IFS folder(s).

RELATED GRADEQUICK SETTINGS – PC

- **Attendance Export Directory** – the directory in which exported files will be written; can be specified or left blank. If left blank, export files will be created in teacher's default GradeQuick folder. Default: *\gqwin\gqattend*
- **Attendance Export Extension** – must be *gqa* for period-by-period attendance – or *am,pm* for morning/afternoon attendance (which is popular at elementaries)

All of these settings can be found on the GradeQuick *System Information* fields screen.

HAVE TEACHERS "SEND ATTENDANCE" FROM GRADEQUICK – PC

Manual Send/Export

If GradeQuick hasn't been configured to *auto export* attendance every time gradebook files are saved, teachers will need to *send* their attendance manually for each gradebook file after they take attendance.

SEND ATTENDANCE FROM SEATING CHART

1. With the seating chart screen still up after taking attendance, click these menu items: *File > Send Attendance and Exit*
2. Go to the *Export Screens* section below

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SEND ATTENDANCE FROM ATTENDANCE CHART

1. After taking attendance, click these menu items: *File > Send Attendance*
2. Go to the *Export Screens* section below

EXPORT SCREENS

1. At the *Attendance Date* window, shown below, click *OK*.

2. At the *Export File Name* window, shown below, click *OK*.

3. If *File Exists* window pops up, always select the *Overwrite* option.

Automatic Send/Export

When automatic attendance exporting has been configured, the absence data shown above will be exported, without prompting, every time a teacher saves a gradebook file. The gradebook's previous export file will be overwritten. Only the current date's absences will be exported.

To configure automatic attendance exporting, start Site Manager, click Exports Manager, and make the screens look like those shown below:

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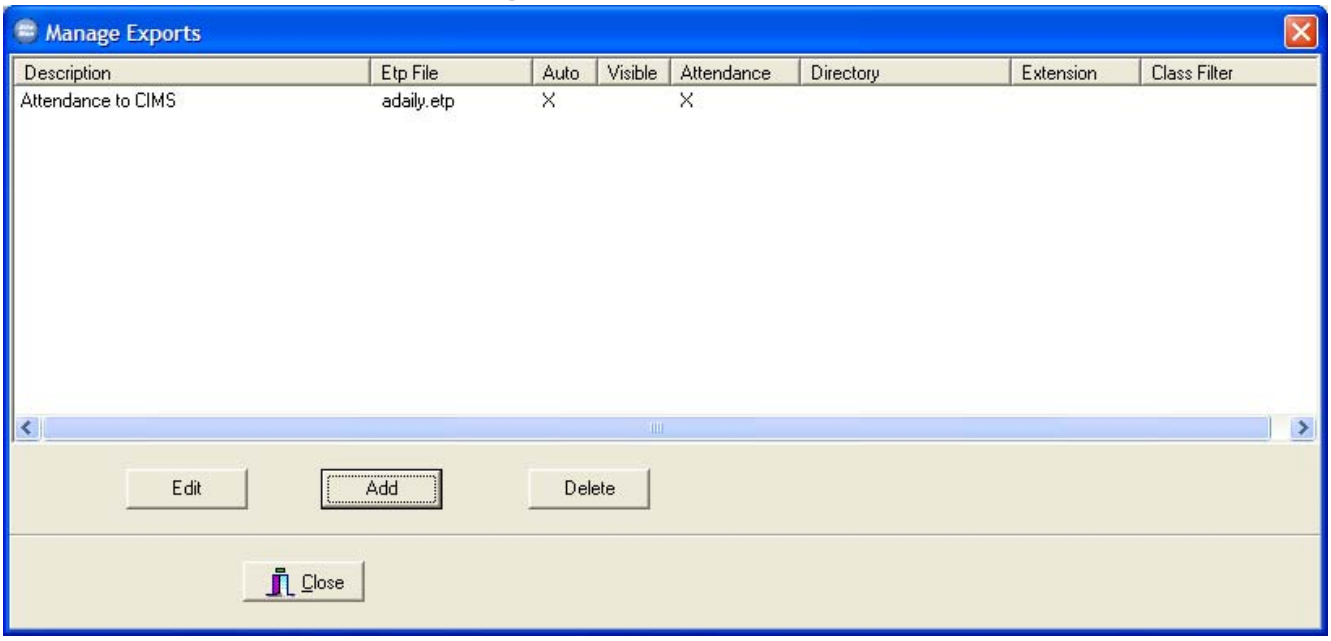
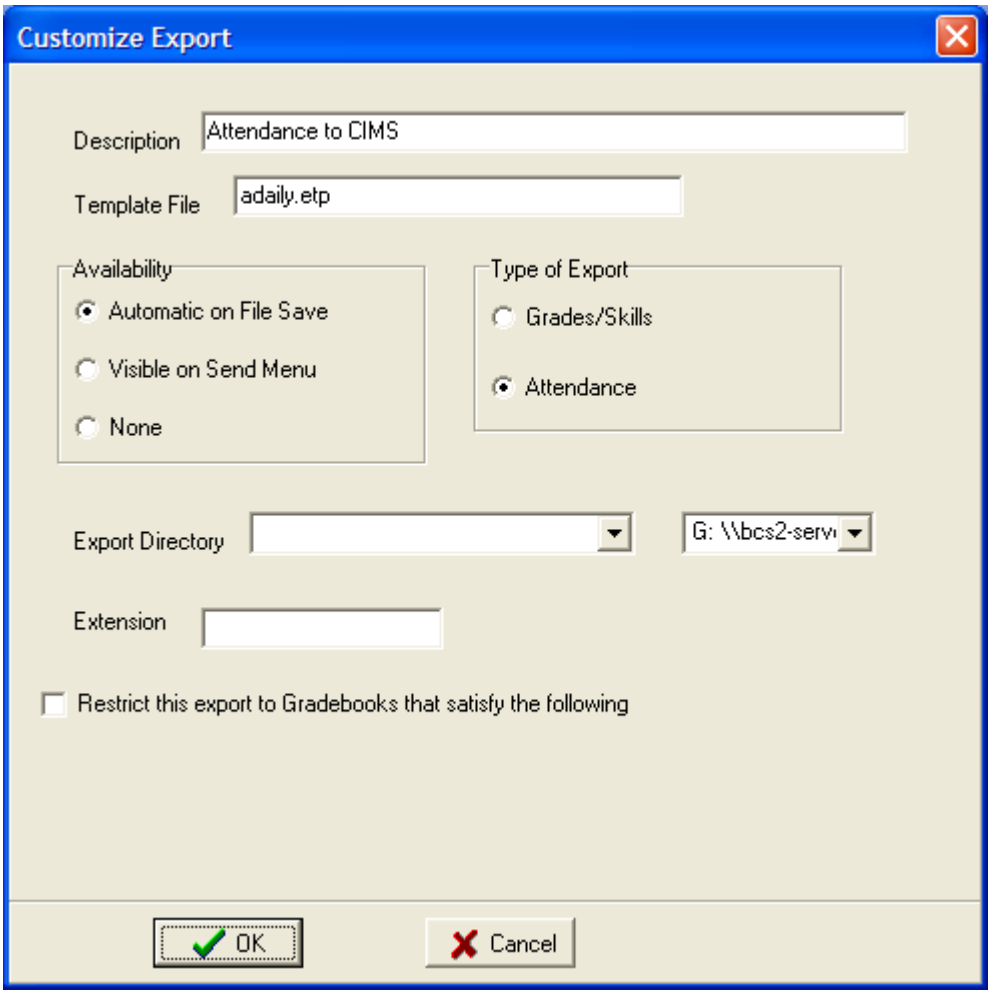


The following screen is shown when you choose the *Edit* button. It is provided here to show the details of the row in the above window.



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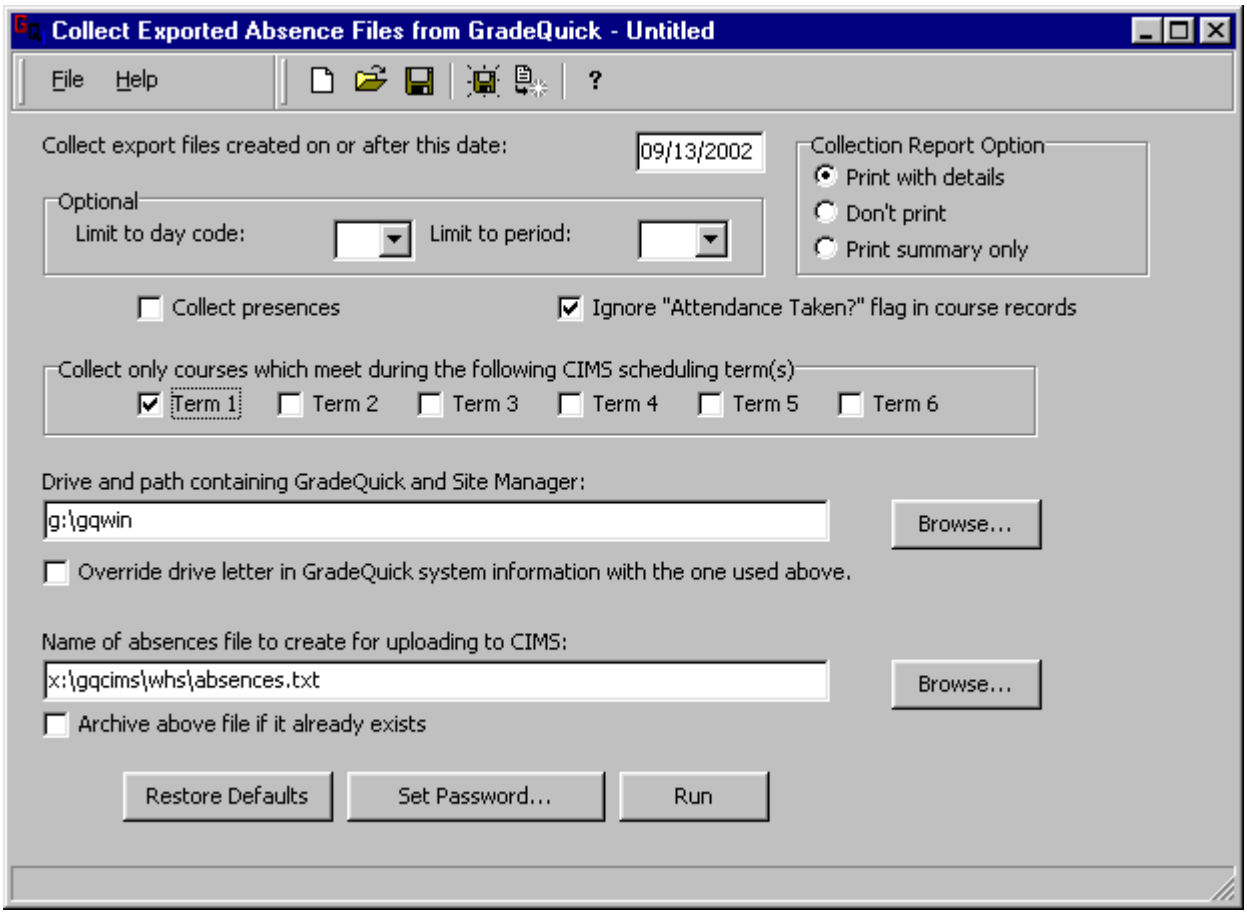
SETUP "COLLECT ABSENCES" PROGRAM – PC

1. Start the *CollectAbsences.exe* program in the GQCIMS folder on the network or AS/400 IFS. Set the values similar to those shown below:

Notes

- Field/component-level help text is available by clicking the **?** symbol and then clicking the desired field or component. (Turn off the help pointer by clicking the **?** symbol again.)
- The *Name of absences file to create for uploading to CIMS* should be a path on the *AS/400 IFS* to enable easy uploading to the AS/400. This same file name will be entered into the screens used to run the absence posting process (in a later section).



2. Choose these menu items: *File* > *Save As*

Notes

- Choose an appopriate file name.
- If multiple schools will share the same folder (\GQCIMS) then including the school name in the file name is recommended.
- If multiple people will have access to the same folder (\GQCIMS) then setting a password on each file may be a good idea. Password-protected files cannot be opened without supplying the correct password.

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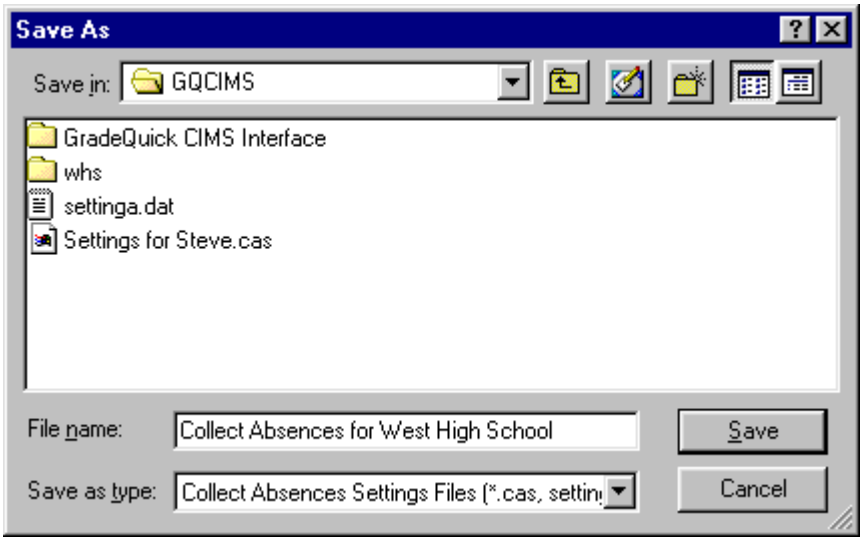
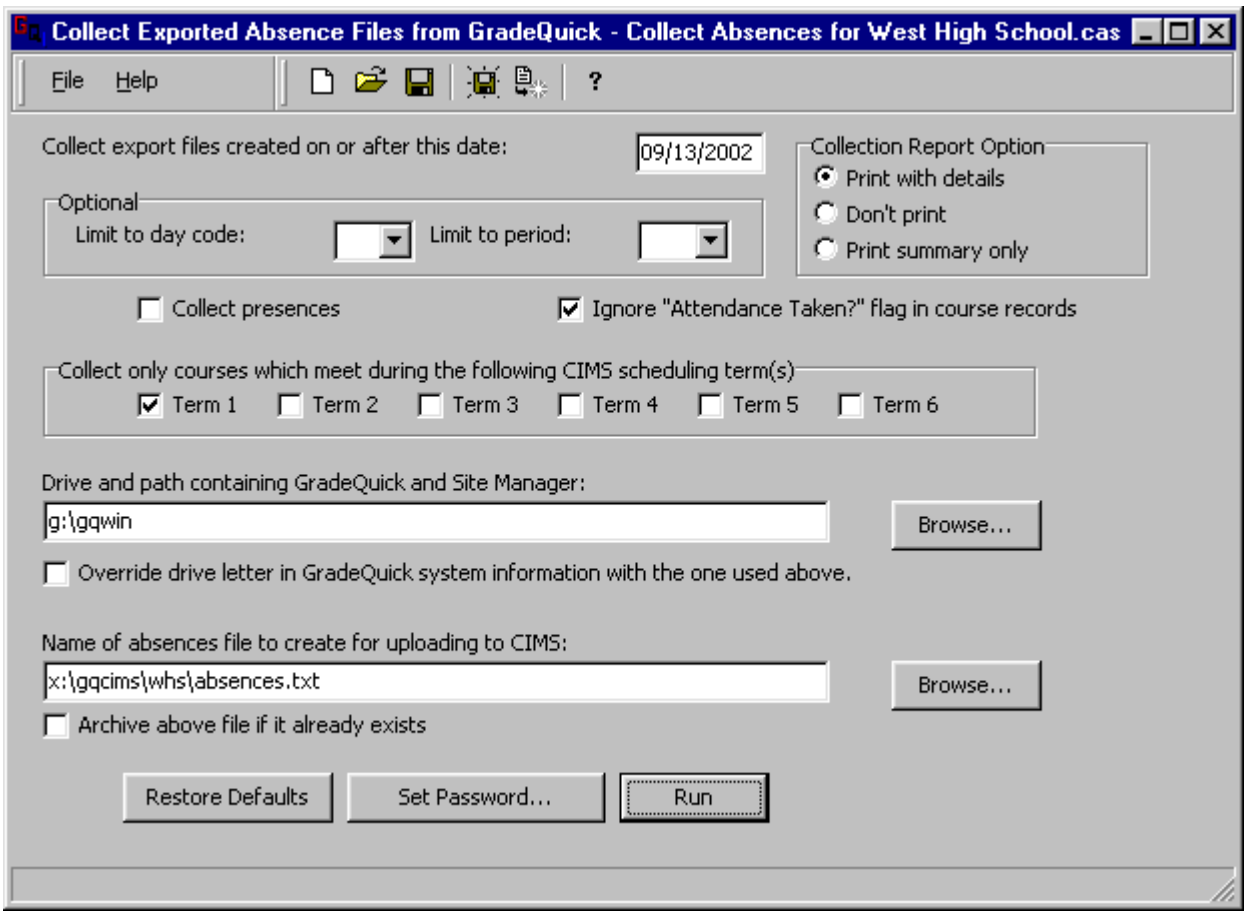


3. Click the *Save* button.
4. Close the program by clicking these menu items: *File* > *Exit*

RUN "COLLECT ABSENCES" PROGRAM - PC

1. Start the *CollectAbsences.exe* program in the GQCIMS folder on the network or AS/400 IFS. The settings file you last used should automatically open and be displayed, as shown below:


Collect Exported Absence Files from GradeQuick - Collect Absences for West High School.cas
File Help
Collect export files created on or after this date: 09/13/2002
Collection Report Option
Print with details
Don't print
Print summary only
Optional
Limit to day code:
Limit to period:
Collect presences
Ignore "Attendance Taken?" flag in course records
Collect only courses which meet during the following CIMS scheduling term(s)
Term 1 Term 2 Term 3 Term 4 Term 5 Term 6
Drive and path containing GradeQuick and Site Manager:
g:\gqwin
Browse...
Override drive letter in GradeQuick system information with the one used above.
Name of absences file to create for uploading to CIMS:
x:\gqcims\whs\absences.txt
Browse...
Archive above file if it already exists
Restore Defaults
Set Password...
Run

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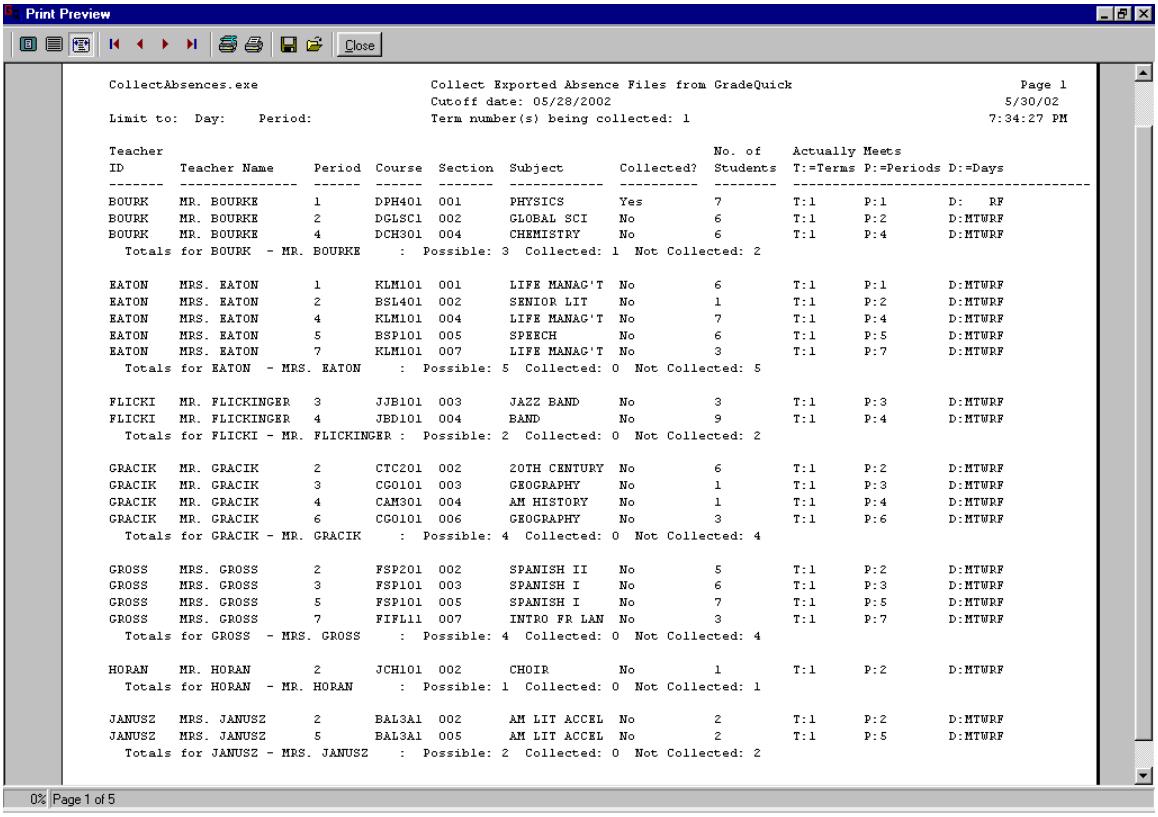
2. Review the *Collect export files created on or after this date* field. Proper use of this field ensures that you do not collect old information.
3. Specify at least one *CIMS scheduling term*. (The only time you might choose more than one term is when your school has scheduling term durations other than 36, 18, 12, 9, or 6 weeks and you have "faked" CIMS into allowing you to define others. In that case, at some times during the year you may need to collect information for courses that meet in more than one term.)
4. Click the *Run* button in the lower right corner.
5. If you opted to print a collection report, a print preview screen like the one shown below will be displayed:


Print Preview
Close
CollectAbsences.exe Collect Exported Absence Files from GradeQuick Page 1
Cutoff date: 05/28/2002 5/30/02
Limit to: Day: Period: Term number(s) being collected: 1 7:34:27 PM
Teacher ID | Teacher Name | Period | Course | Section | Subject | Collected? | No. of Students | Actually Meets T:=Terms | P:=Periods | D:=Days
BOURK MR. BOURKE 1 DPH401 001 PHYSICS Yes 7 T:1 P:1 D: RF
BOURK MR. BOURKE 2 DGLSC1 002 GLOBAL SCI No 6 T:1 P:2 D:MTWRF
BOURK MR. BOURKE 4 DCH301 004 CHEMISTRY No 6 T:1 P:4 D:MTWRF
Totals for BOURK - MR. BOURKE : Possible: 3 Collected: 1 Not Collected: 2
EATON MRS. EATON 1 KLM101 001 LIFE MANAG'T No 6 T:1 P:1 D:MTWRF
EATON MRS. EATON 2 BSL401 002 SENIOR LIT No 1 T:1 P:2 D:MTWRF
EATON MRS. EATON 4 KLM101 004 LIFE MANAG'T No 7 T:1 P:4 D:MTWRF
EATON MRS. EATON 5 BSP101 005 SPEECH No 6 T:1 P:5 D:MTWRF
EATON MRS. EATON 7 KLM101 007 LIFE MANAG'T No 3 T:1 P:7 D:MTWRF
Totals for EATON - MRS. EATON : Possible: 5 Collected: 0 Not Collected: 5
FLICKI MR. FLICKINGER 3 JJB101 003 JAZZ BAND No 3 T:1 P:3 D:MTWRF
FLICKI MR. FLICKINGER 4 JBD101 004 BAND No 9 T:1 P:4 D:MTWRF
Totals for FLICKI - MR. FLICKINGER : Possible: 2 Collected: 0 Not Collected: 2
GRACIK MR. GRACIK 2 CTC201 002 20TH CENTURY No 6 T:1 P:2 D:MTWRF
GRACIK MR. GRACIK 3 CGO101 003 GEOGRAPHY No 1 T:1 P:3 D:MTWRF
GRACIK MR. GRACIK 4 CAM301 004 AM HISTORY No 1 T:1 P:4 D:MTWRF
GRACIK MR. GRACIK 6 CGO101 006 GEOGRAPHY No 3 T:1 P:6 D:MTWRF
Totals for GRACIK - MR. GRACIK : Possible: 4 Collected: 0 Not Collected: 4
GROSS MRS. GROSS 2 FSP201 002 SPANISH II No 5 T:1 P:2 D:MTWRF
GROSS MRS. GROSS 3 FSP101 003 SPANISH I No 6 T:1 P:3 D:MTWRF
GROSS MRS. GROSS 5 FSP101 005 SPANISH I No 7 T:1 P:5 D:MTWRF
GROSS MRS. GROSS 7 FIFL11 007 INTRO FR LAN No 3 T:1 P:7 D:MTWRF
Totals for GROSS - MRS. GROSS : Possible: 4 Collected: 0 Not Collected: 4
HORAN MR. HORAN 2 JCH101 002 CHOIR No 1 T:1 P:2 D:MTWRF
Totals for HORAN - MR. HORAN : Possible: 1 Collected: 0 Not Collected: 1
JANUSZ MRS. JANUSZ 2 BAL3A1 002 AM LIT ACCEL No 2 T:1 P:2 D:MTWRF
JANUSZ MRS. JANUSZ 5 BAL3A1 005 AM LIT ACCEL No 2 T:1 P:5 D:MTWRF
Totals for JANUSZ - MRS. JANUSZ : Possible: 2 Collected: 0 Not Collected: 2
0% Page 1 of 5

6. Use the toolbar buttons at the top of the screen to browse the report, print it, or even save a copy of it. Click the *Close* button on the *Print Preview* window when finished.
7. Close the program by clicking these menu items: *File* > *Exit*

OPTIONALLY SETUP ATTENDANCE CODE SUBSTITUTIONS

If you have a need swap out a GradeQuick attendance code with a valid CIMS absence *type* and/or *reason* at posting time on the AS/400, use this program to do so. If you post any GradeQuick attendance codes to CIMS besides **A**, **T**, and **E** you'll need to follow the steps below to setup substitutions:

1. Start the *GradeQuick Attendance Code Substitutions* program (item AOS.552 on menu AOS600) as shown below:

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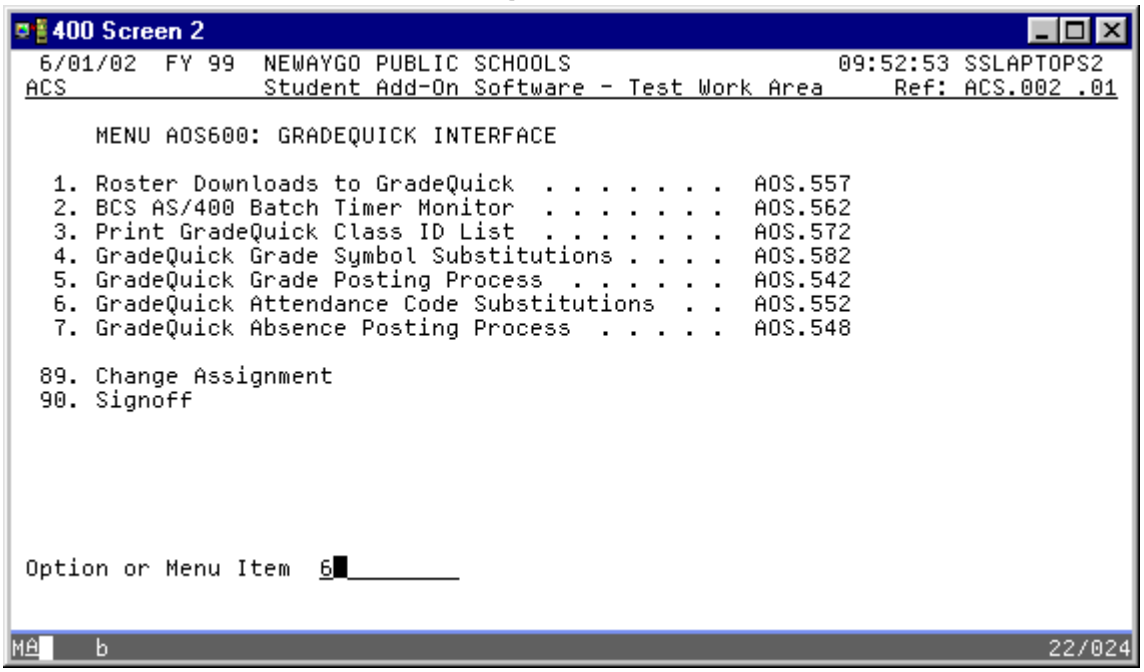
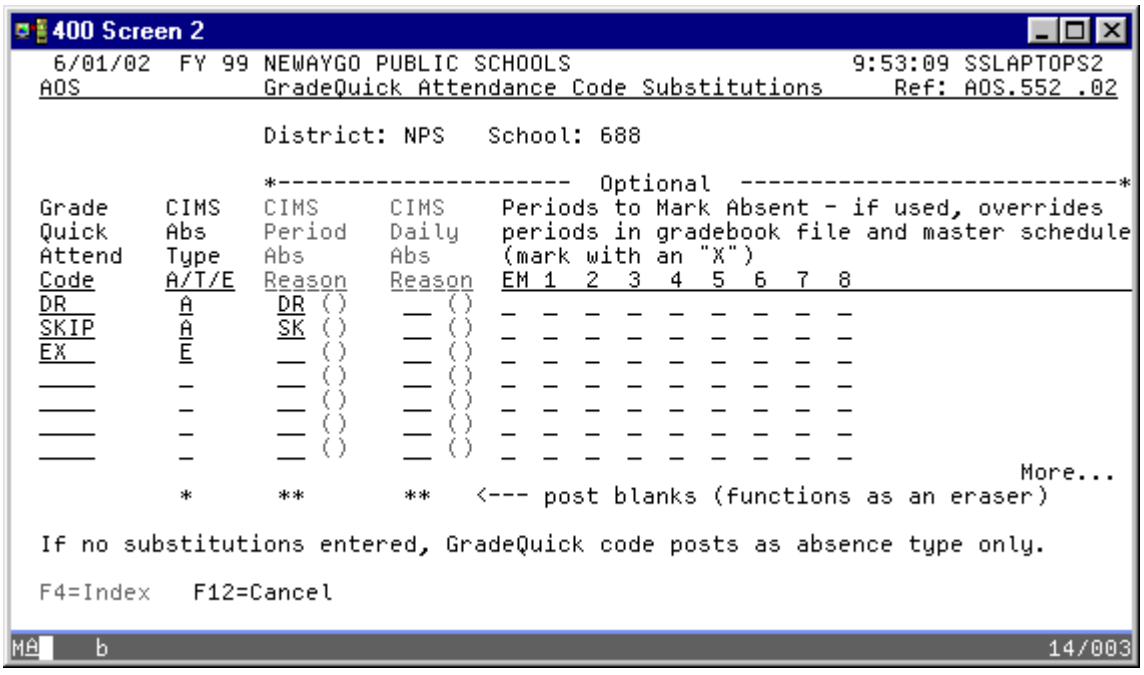

400 Screen 2
6/01/02 FY 99 NEWAYGO PUBLIC SCHOOLS 09:52:53 SSLAPTOPS2
ACS Student Add-On Software - Test Work Area Ref: ACS.002 .01
MENU AOS600: GRADEQUICK INTERFACE
1. Roster Downloads to GradeQuick AOS.557
2. BCS AS/400 Batch Timer Monitor AOS.562
3. Print GradeQuick Class ID List AOS.572
4. GradeQuick Grade Symbol Substitutions AOS.582
5. GradeQuick Grade Posting Process AOS.542
6. GradeQuick Attendance Code Substitutions . . AOS.552
7. GradeQuick Absence Posting Process AOS.548
89. Change Assignment
90. Signoff
Option or Menu Item 6
MA b 22/024

2. Fill out screen ref. AOS.552.02 in a manner similar to the example below:


400 Screen 2
6/01/02 FY 99 NEWAYGO PUBLIC SCHOOLS 9:53:09 SSLAPTOPS2
AOS GradeQuick Attendance Code Substitutions Ref: AOS.552 .02
District: NPS School: 688
Optional
Grade Quick Attend Code
CIMS Abs Type A/T/E
CIMS Period Abs Reason
CIMS Daily Abs Reason
Periods to Mark Absent - if used, overrides periods in gradebook file and master schedule (mark with an "X")
EM 1 2 3 4 5 6 7 8
DR A DR SKIP A SK EX E
More...
* ** ** <--- post blanks (functions as an eraser)
If no substitutions entered, GradeQuick code posts as absence type only.
F4=Index F12=Cancel
MA b 14/003

3. Press Enter to return to the menu.

RUN ABSENCE POSTING PROCESS – AS/400

The first time you run the absence posting process (or anytime actually), you can save your options so that they are recalled automatically each time you use this program. Options are stored per AS/400 User ID. The steps below demonstrate how to run an absence posting process.

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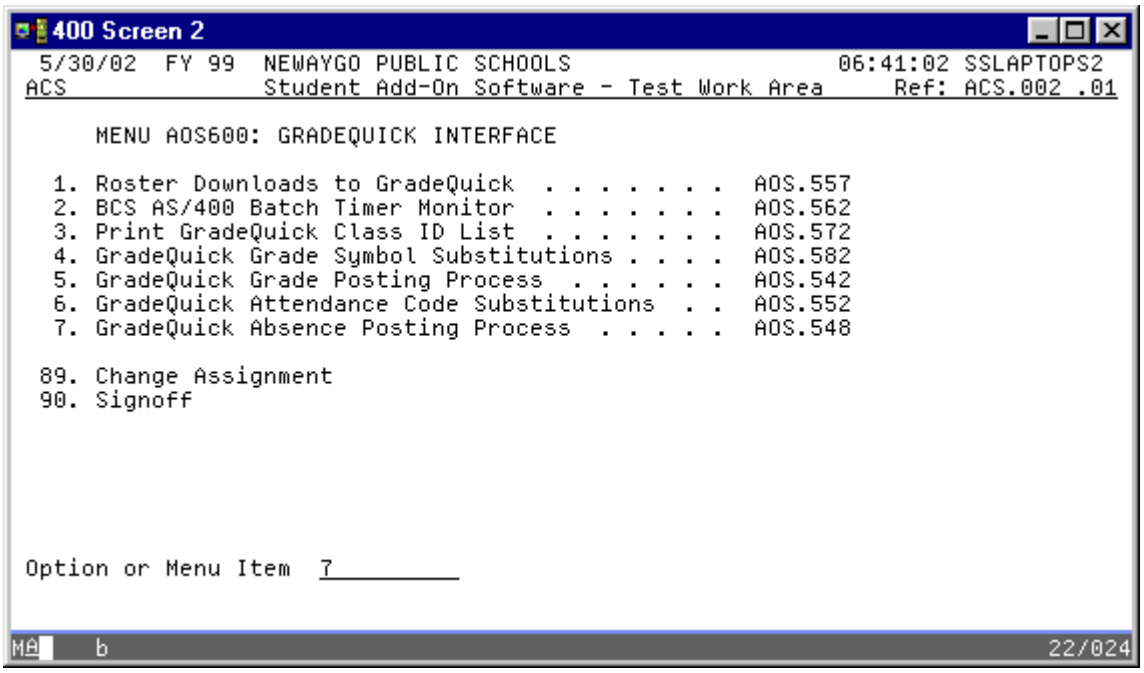
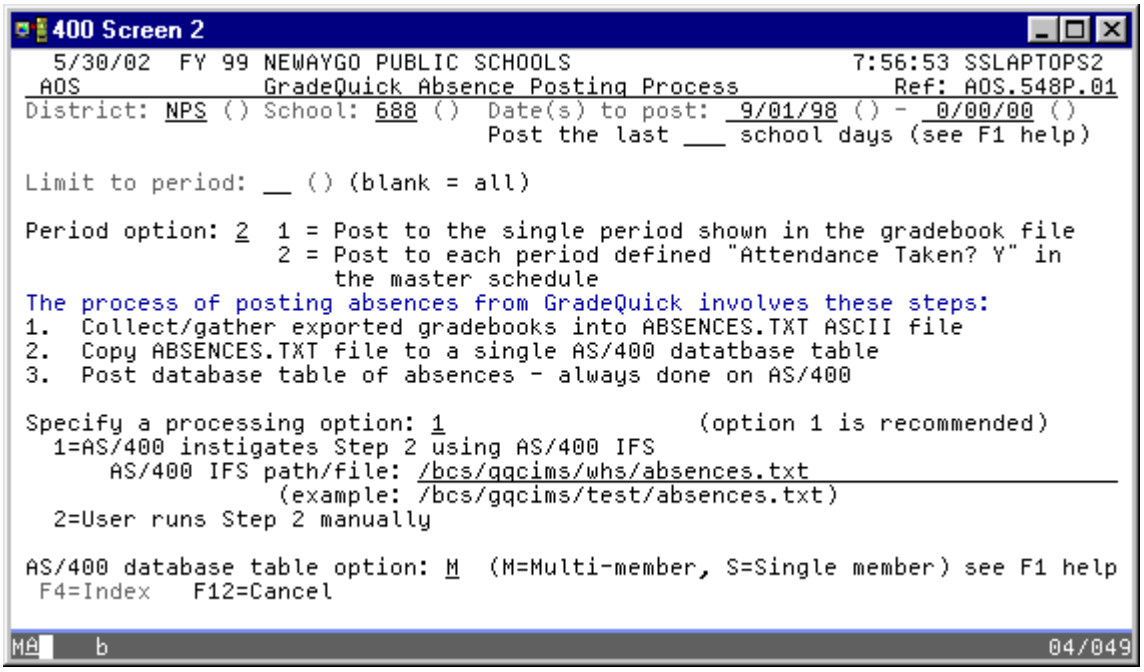
1. Start the *GradeQuick Absence Posting Process* program (item AOS.548 on menu AOS600) as shown below:


400 Screen 2
5/30/02 FY 99 NEWAYGO PUBLIC SCHOOLS 06:41:02 SSLAPTOPS2
ACS Student Add-On Software - Test Work Area Ref: ACS.002 .01
MENU AOS600: GRADEQUICK INTERFACE
1. Roster Downloads to GradeQuick AOS.557
2. BCS AS/400 Batch Timer Monitor AOS.562
3. Print GradeQuick Class ID List AOS.572
4. GradeQuick Grade Symbol Substitutions AOS.582
5. GradeQuick Grade Posting Process AOS.542
6. GradeQuick Attendance Code Substitutions . . AOS.552
7. GradeQuick Absence Posting Process AOS.548
89. Change Assignment
90. Signoff
Option or Menu Item 7
MA b 22/024

2. Fill out screen ref. AOS.548P.01 in a similar way to that shown below:


400 Screen 2
5/30/02 FY 99 NEWAYGO PUBLIC SCHOOLS 7:56:53 SSLAPTOPS2
AOS GradeQuick Absence Posting Process Ref: AOS.548P.01
District: NPS () School: 688 () Date(s) to post: 9/01/98 () - 0/00/00 ()
Post the last ___ school days (see F1 help)
Limit to period: __ () (blank = all)
Period option: 2 1 = Post to the single period shown in the gradebook file
2 = Post to each period defined "Attendance Taken? Y" in the master schedule
The process of posting absences from GradeQuick involves these steps:
1. Collect/gather exported gradebooks into ABSENCES.TXT ASCII file
2. Copy ABSENCES.TXT file to a single AS/400 datatbase table
3. Post database table of absences - always done on AS/400
Specify a processing option: 1 (option 1 is recommended)
1=AS/400 instigates Step 2 using AS/400 IFS
AS/400 IFS path/file: /bcs/gqcims/whs/absences.txt
(example: /bcs/gqcims/test/absences.txt)
2=User runs Step 2 manually
AS/400 database table option: M (M=Multi-member, S=Single member) see F1 help
F4=Index F12=Cancel
MA b 04/049

3. After pressing Enter, screen ref. AOS.548P.02 will be displayed. Make it similar to what you see below (but don't press Enter yet):

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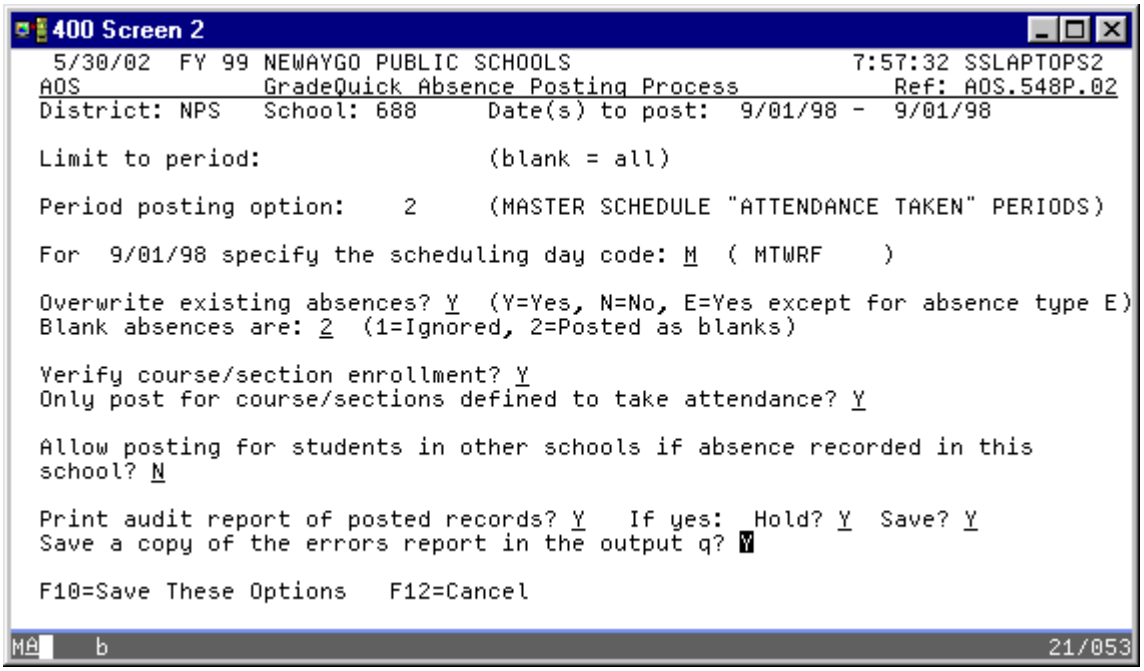
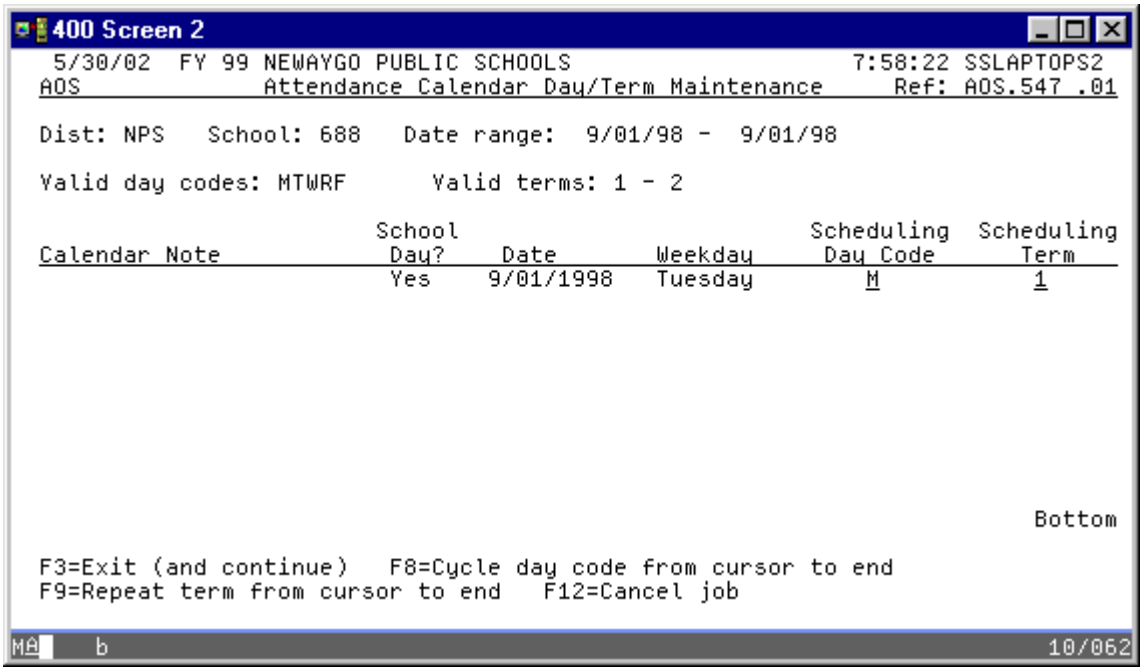

400 Screen 2
5/30/02 FY 99 NEWAYGO PUBLIC SCHOOLS 7:57:32 SSLAPTOPS2
AOS GradeQuick Absence Posting Process Ref: AOS.548P.02
District: NPS School: 688 Date(s) to post: 9/01/98 - 9/01/98
Limit to period: (blank = all)
Period posting option: 2 (MASTER SCHEDULE "ATTENDANCE TAKEN" PERIODS)
For 9/01/98 specify the scheduling day code: M (MTWRF)
Overwrite existing absences? Y (Y=Yes, N=No, E=Yes except for absence type E)
Blank absences are: 2 (1=Ignored, 2=Posted as blanks)
Verify course/section enrollment? Y
Only post for course/sections defined to take attendance? Y
Allow posting for students in other schools if absence recorded in this school? N
Print audit report of posted records? Y If yes: Hold? Y Save? Y
Save a copy of the errors report in the output q? Y
F10=Save These Options F12=Cancel
MA b 21/053

4. If this is the first time you have run the process, or if you want to change your default options, **press F10** on screen ref. AOS.548P.02.
5. Press Enter on screen ref. AOS.548P.02. The following screen may be shown, depending on options setup elsewhere in CIMS or your period posting option on screen ref. AOS.548P.01:


400 Screen 2
5/30/02 FY 99 NEWAYGO PUBLIC SCHOOLS 7:58:22 SSLAPTOPS2
AOS Attendance Calendar Day/Term Maintenance Ref: AOS.547 .01
Dist: NPS School: 688 Date range: 9/01/98 - 9/01/98
Valid day codes: MTWRF Valid terms: 1 - 2
Calendar Note | School Day? | Date | Weekday | Scheduling Day Code | Scheduling Term
Yes | 9/01/1998 | Tuesday | M | 1
Bottom
F3=Exit (and continue) F8=Cycle day code from cursor to end
F9=Repeat term from cursor to end F12=Cancel job
MA b 10/062

6. After making sure the *Scheduling Day Code* and *Scheduling Term* columns are accurate, press F3 to continue.
7. The following screen will be shown during uploading of data:

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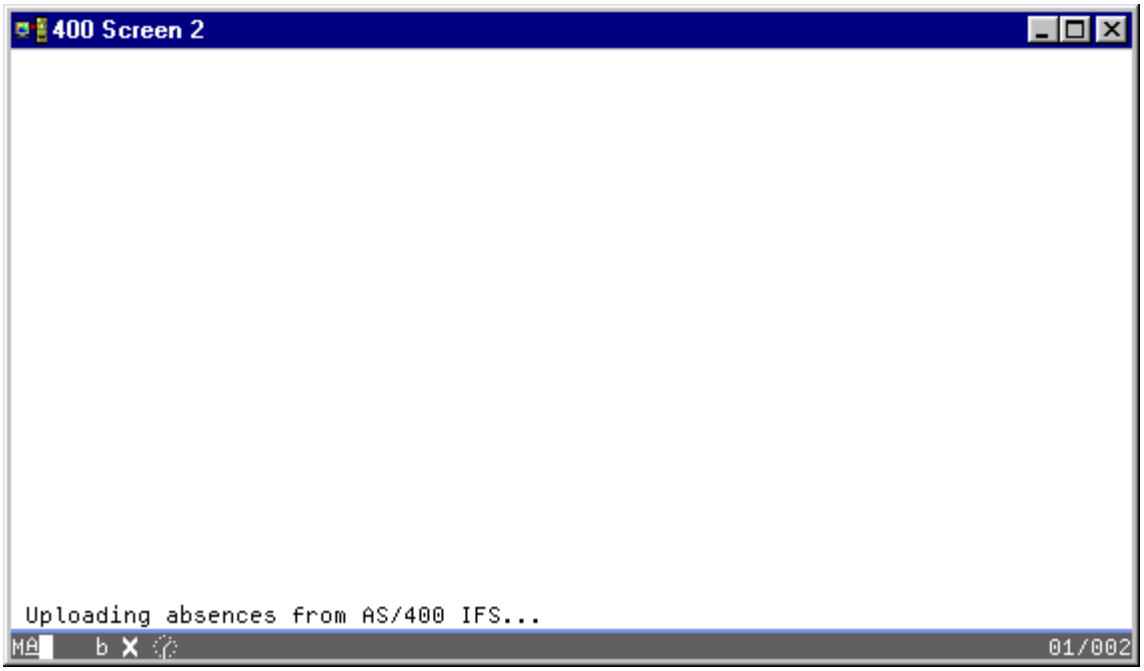
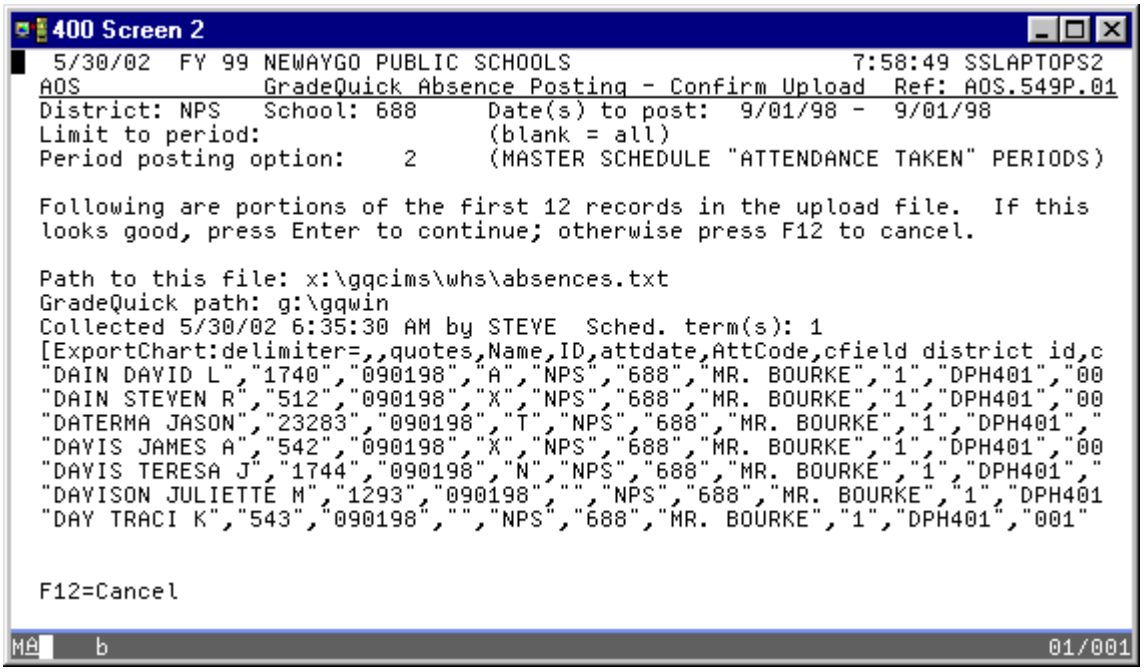


8. When the upload has been completed, the following confirmation screen will be shown:


400 Screen 2
5/30/02 FY 99 NEWAYGO PUBLIC SCHOOLS 7:58:49 SSLAPTOPS2
AOS GradeQuick Absence Posting - Confirm Upload Ref: AOS.549P.01
District: NPS School: 688 Date(s) to post: 9/01/98 - 9/01/98
Limit to period: (blank = all)
Period posting option: 2 (MASTER SCHEDULE "ATTENDANCE TAKEN" PERIODS)
Following are portions of the first 12 records in the upload file. If this looks good, press Enter to continue; otherwise press F12 to cancel.
Path to this file: x:\gqcims\whs\absences.txt
GradeQuick path: g:\gqwin
Collected 5/30/02 6:35:30 AM by STEVE Sched. term(s): 1
[ExportChart:delimiter=,,quotes,Name,ID,attdate,AttCode,cfield district id,c
"DAIN DAVID L","1740","090198","A","NPS","688","MR. BOURKE","1","DPH401","00
"DAIN STEVEN R","512","090198","X","NPS","688","MR. BOURKE","1","DPH401","00
"DATERMA JASON","23283","090198","T","NPS","688","MR. BOURKE","1","DPH401","
"DAVIS JAMES A","542","090198","X","NPS","688","MR. BOURKE","1","DPH401","00
"DAVIS TERESA J","1744","090198","N","NPS","688","MR. BOURKE","1","DPH401","
"DAVISON JULIETTE M","1293","090198","","NPS","688","MR. BOURKE","1","DPH401
"DAY TRACI K","543","090198","","NPS","688","MR. BOURKE","1","DPH401","001"
F12=Cancel
MA b
01/001

Notes

- Verify the *Path to this file* field. Was this the file you expected to upload?
- Verify the *GradeQuick path* field. Is this where your school keeps GradeQuick on your network?
- Verify the *Collected* date and time and the *by* user, which indicates who ran the *"Collect Absences"* program and when.
- Verify the *Sched. term(s)* field. Those terms were specified on the *"Collect Absences"* program.
- In the case of schools that are maintaining morning/afternoon attendance in their gradebooks, to the right of the *Sched. term(s)* field there will be a brief description that will state *AM* or *PM* or *AM&PM*. Verify that it is what you expect.

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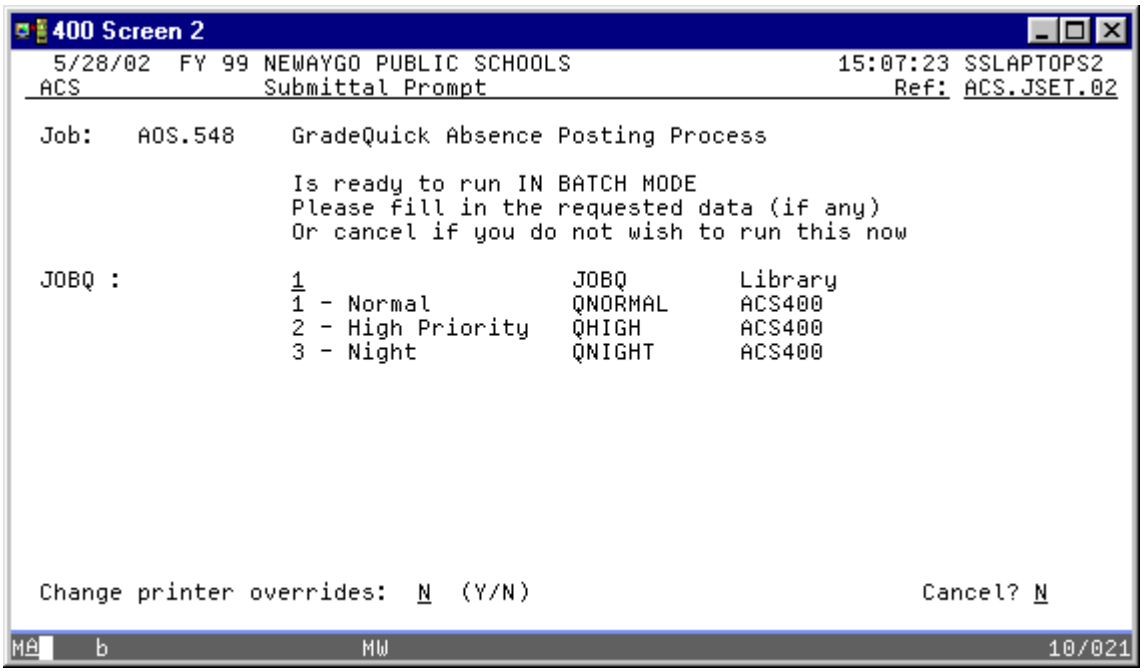
- In the student rows verify that these students are ones you have at your school. The fields from left to right should be: *Student Name, Student ID, Absence Date, Absence Code, District ID, School ID, Teacher Name*, etc.

9. After verifying that all is well, when Enter is pressed the following screen will be shown:


400 Screen 2
5/28/02 FY 99 NEWAYGO PUBLIC SCHOOLS 15:07:23 SSLAPTOPS2
ACS Submittal Prompt Ref: ACS.JSET.02
Job: AOS.548 GradeQuick Absence Posting Process
Is ready to run IN BATCH MODE
Please fill in the requested data (if any)
Or cancel if you do not wish to run this now
JOBQ : 1 JOBQ Library
1 - Normal QNORMAL ACS400
2 - High Priority QHIGH ACS400
3 - Night QNIGHT ACS400
Change printer overrides: N (Y/N) Cancel? N
MA b MW 10/021

10. Press Enter. The previous menu will be displayed.
11. Review the *Errors Report* that will be printed. Depending on what is shown, you may have to collect and post again.
12. If you requested an *Audit Report* to be printed, review that as well.

Sample reports are shown on the following pages.

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Errors Report (Cover Page)

```
Date:  5/29/02                    GRADEQUICK - ABSENCE POSTING COVER PAGE/OPTIONS                    Page    1
Time: 18:26:42                    688  NEWAYGO HIGH SCHOOL
Prog: A05.548                     ABSENCE DATE(S):  9/01/98 -  9/01/98  PERIOD:      (BLANK = ALL)
                                  PERIOD POSTING OPTION: 1 - (SINGLE PERIOD IN GRADEBOOK)
-------------------------------------------------------------------------------------------------------------------------

        POST THE LAST     SCHOOL DAY(S)

        FOR  9/01/98 SPECIFY THE SCHEDULING DAY CODE:

        OVERWRITE EXISTING ABSENCES? Y - YES

        BLANK ABSENCES ARE: 2 - POSTED AS BLANKS

        VERIFY COURSE/SECTION ENROLLMENT? Y - YES

        ONLY POST FOR COURSE/SECTIONS DEFINED TO TAKE ATTENDANCE? Y - YES

        ALLOW POSTING FOR STUDENTS IN OTHER SCHOOLS IF ABSENCE RECORDED IN THIS SCHOOL? N - NO

        PRINT AUDIT REPORT OF POSTED RECORDS? Y - YES  IF YES:  HOLD? N - NO   SAVE? Y - YES

        SAVE A COPY OF THE ERRORS REPORT IN THE OUTPUT Q? Y - YES
```

Errors Report (after cover page)

```
Date:  5/29/02                    ABSENCE POSTING ERRORS LIST                                       Page    2
Time: 18:26:42                    688  NEWAYGO HIGH SCHOOL
Prog: A05.548                     ABSENCE DATE(S):  9/01/98 -  9/01/98  PERIOD:      (BLANK = ALL)
                                  PERIOD POSTING OPTION: 1 - (SINGLE PERIOD IN GRADEBOOK)
-------------------------------------------------------------------------------------------------------------------------
EXPORT                          STUDENT                    STUDENT GRADEQUICK                    ERROR
IDENTIFIER          COURSE SEC NAME                             ID FIELD NAME          DATA      DESCRIPTION
-------------------------------------------------------------------------------------------------------------------------
MR. BOURKE          DPH401   1 DAIN, STEVEN R.                 512 ATTCODE            X         INVALID ABSENCE TYPE
MR. BOURKE          DPH401   1 DAVIS, JAMES A.                 542 ATTCODE            X         INVALID ABSENCE TYPE
MR. BOURKE          DPH401   1 DAVIS, TERESA J.               1744 ATTCODE            N         INVALID ABSENCE TYPE

TOTAL ERRORS:    3     TOTAL ITEMS POSTED     CONSISTS OF              RECORDS SKIPPED BY REASON
                       TYPE A:          1        1  TEACHERS             0  STUDENT IN OTHER SCHOOL
                       TYPE T:          1        4  STUDENTS             0  SOURCE RECORD NOT FOR THIS SCHOOL
                       TYPE E:          0        1  CLASSES (COURSE/SEC)
                       PRESENT:         2        1  PERIODS
                       ALL:             4        1  DATE(S)
```

Notes

In the *Total Items Posted* section, near the bottom left of the report, the *Present* count is incremented whenever a "present" student record from GradeQuick blanks out an existing record in CIMS. This may happen when a teacher corrects a student previously marked absent by mistake.

Following is more information for the counts of *Records Skipped by Reason*. Errors are not generated for skipped records.

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- **Student in other school** – Accumulated only if an **N** was specified for the *Allow posting for students in other schools…* field on screen ref. AOS.548P.02 and the student is enrolled at a different school.
- **Source record not for this school** – Accumulated when the District or School field in the input record from GradeQuick does not match the one being processed. This will occur, for example, if you accidentally attempt to upload/post records from a different school.

Audit Report

```
Date:  5/29/02                  GRADEQUICK ABSENCE POSTING - AUDIT REPORT                          Page    1
Time: 18:26:42                  688  NEWAYGO HIGH SCHOOL
Prog: AOS.548                   ABSENCE DATE(S):  9/01/98 -  9/01/98  PERIOD:      (BLANK = ALL)
                                PERIOD POSTING OPTION: (SINGLE PERIOD IN GRADEBOOK)
-------------------------------------------------------------------------------------------------------------------
                                                                  *-------- POSTED TO CIMS --------*  SUBSTITUTED?
                                                        *-GRADE QUICK-*                   ABSENCE
EXPORT                          STUDENT                 STUDENT          ATTEND                  ABS   REASONS   TYPE
IDENTIFIER          COURSE SEC  NAME                         ID PERIOD   CODE    DATE     PERIOD  TYPE  PER DAILY      PERIODS
-------------------------------------------------------------------------------------------------------------------
MR. BOURKE          DPH401   1  DAIN, DAVID L.          1740   1      A     9/01/98   1       A     --  --
MR. BOURKE          DPH401   1  DATERMA, JASON          23283  1      T     9/01/98   1       T     --  --
MR. BOURKE          DPH401   1  DAVISON, JULIETTE M.    1293   1            9/01/98   1             --  --
MR. BOURKE          DPH401   1  DAY, TRACI K.           543    1            9/01/98   1             --  --

                    TOTAL ITEMS POSTED      CONSISTS OF                 RECORDS SKIPPED BY REASON
                    TYPE A:          1      1  TEACHERS                 0  STUDENT IN OTHER SCHOOL
                    TYPE T:          1      4  STUDENTS                 0  SOURCE RECORD NOT FOR THIS SCHOOL
                    TYPE E:          0      1  CLASSES (COURSE/SEC)
                    PRESENT:         2      1  PERIODS
                    ALL:             4      1  DATE(S)
```

Notes

- If there are values in the **Substituted?** column, then a substitution of values occurred based on your entries in the *GradeQuick Attendance Code Substitutions* program (item AOS.552 on menu AOS600).
- See the errors report, above, for a description of the *Records Skipped by Reason* quantities at the bottom of the report

TROUBLE-SHOOTING

The following symptoms apply to the use of the *"Collect Absences"* Windows program. Before trouble-shooting the use of this program, make sure when it was run that the *Print with details* **Collection Report Option** was specified – as it provides the most specific information for pin-pointing issues.

Symptom	Recommendation
The collection details report does not list all teachers and all course sections.	Any of the following options, when used, could reduce the number of course/sections listed. Only course/sections included in the last download run(s) for the specified term(s) will be listed on the report. All of these options are contained on screen ref. AOS.558P.02 in the *Roster Downloads to GradeQuick* program (item AOS.557 on menu AOS600). • Limit to teachers • Exclude non-graded courses • Include/omit course numbers matching this pattern

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	• Include/omit teacher IDs matching this pattern • Optional "course group" to include or omit
Some teachers' files are not collected – even though their names and course/sections appear on the collection report as possible items to collect.	• Check for the existence of export file(s) in the expected export file location – which is either the teacher's default GradeQuick folder or, if specified, the *Grade Export Directory* on the GradeQuick *System Information* screen. A sample export file name is: **02-03-MTH101-003.GQA** where 02-03 = school year, MTH101 = course#, and 003 = section#. *(Note: the export file extension will be .**AM** or .**PM** if exporting morning or afternoon attendance.)* • Check the *last modified date* of the export file to make sure it is on or after the date specified in the *Collect export files created on or after this date* field. • Have teacher(s) send/re-send attendance if not exported/recently. • Verify that the user running the collection has permissions to the export file location (folder). To test permissions, try using *My Computer* to manually navigate into the folder and open the export file with *Notepad*. • Verify that the user running the collection has drive letter mappings that correspond to the ones used on the GradeQuick *System Information* screen and Site Manager's *Set Directory Paths*.

The following symptoms apply to the use of the *GradeQuick Absence Posting Process* program (item AOS.548 on menu AOS600).

Symptom	Recommendation
A screen titled *Notice of Upload Problem* is displayed during an attempt to run through the screens in menu item AOS.548.	• Verify that the IFS folder/file name shown on the screen exists. You can use *Operations Navigator* or the following AS/400 command, for example: DSPLNK OBJ('/bcs/gqcims/whs/absences.txt') • Verify that the user running AOS.548 has permissions to the IFS folder/file. Use *Operations Navigator* or the *Manage File Permissions* program (item AOS.180 on menu AOS100). • Verify that the user running AOS.548 has permissions to the *To AS/400* database file. You can use AOS.180 to check/change this.
Although no processing errors occurred, the results of the absence posting process are not as expected.	• Review the errors report, which is always printed • If the option to print an audit report was not set to **Y** in the posting process, change it and then re-run AOS.548. • Review the audit report

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Chapter 8. Utilities

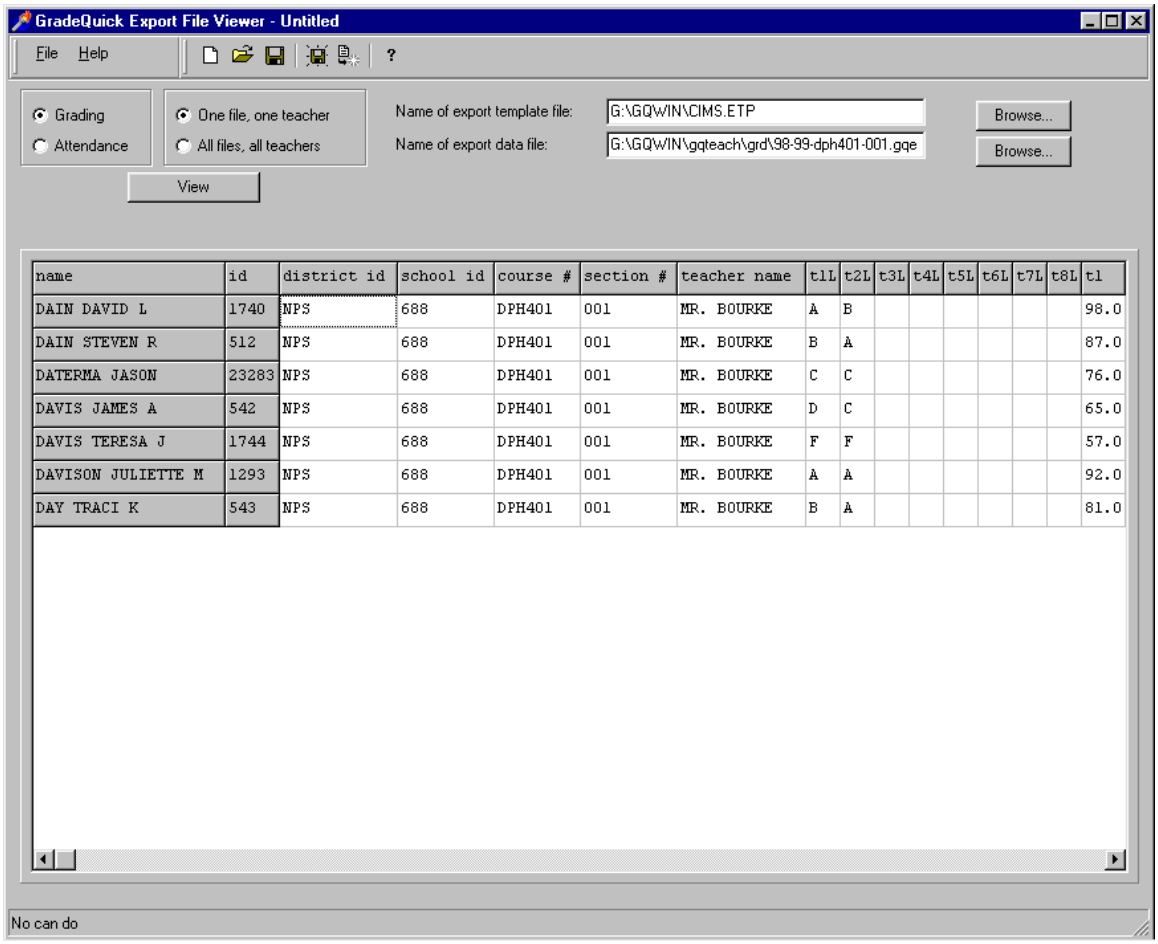
EXPORT VIEWER

Overview

The *Export Viewer* utility allows a technical person to view the contents of a teacher's exported attendance or grades file as well as a school-wide collection file – *ABSENCES.TXT* or *GRADES.TXT*. The program is provided as an alternative to viewing the file with *Notepad* or *Wordpad* during possible trouble-shooting.

How to Use

1. Start the *ExportViewer.exe* program, which is located in the **\GQCIMS** folder. The following screen will be shown:



name	id	district id	school id	course #	section #	teacher name	t1L	t2L	t3L	t4L	t5L	t6L	t7L	t8L	t1
DAIN DAVID L	1740	NPS	688	DPH401	001	MR. BOURKE	A	B							98.0
DAIN STEVEN R	512	NPS	688	DPH401	001	MR. BOURKE	B	A							87.0
DATERMA JASON	23283	NPS	688	DPH401	001	MR. BOURKE	C	C							76.0
DAVIS JAMES A	542	NPS	688	DPH401	001	MR. BOURKE	D	C							65.0
DAVIS TERESA J	1744	NPS	688	DPH401	001	MR. BOURKE	F	F							57.0
DAVISON JULIETTE M	1293	NPS	688	DPH401	001	MR. BOURKE	A	A							92.0
DAY TRACI K	543	NPS	688	DPH401	001	MR. BOURKE	B	A							81.0

2. Specify *Grading* or *Attendance*
3. Specify *One file, one teacher* or *All files, all teachers*
4. Specify file name(s) near the top of the screen.
5. Click the *View* button.
6. Scroll through the records and view the desired information.
7. To save your options in a recallable settings file, click these menu items: *File* > *Save*. A screen similar to the following will be shown:

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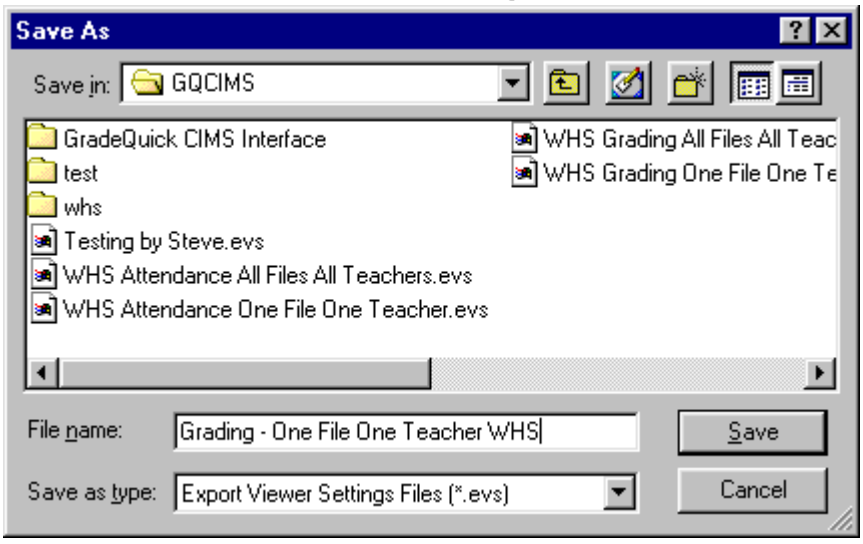

Save As
Save in: GQCIMS
GradeQuick CIMS Interface
test
whs
Testing by Steve.evs
WHS Attendance All Files All Teachers.evs
WHS Attendance One File One Teacher.evs
WHS Grading All Files All Teac
WHS Grading One File One Te
File name: Grading - One File One Teacher WHS
Save as type: Export Viewer Settings Files (*.evs)
Save
Cancel

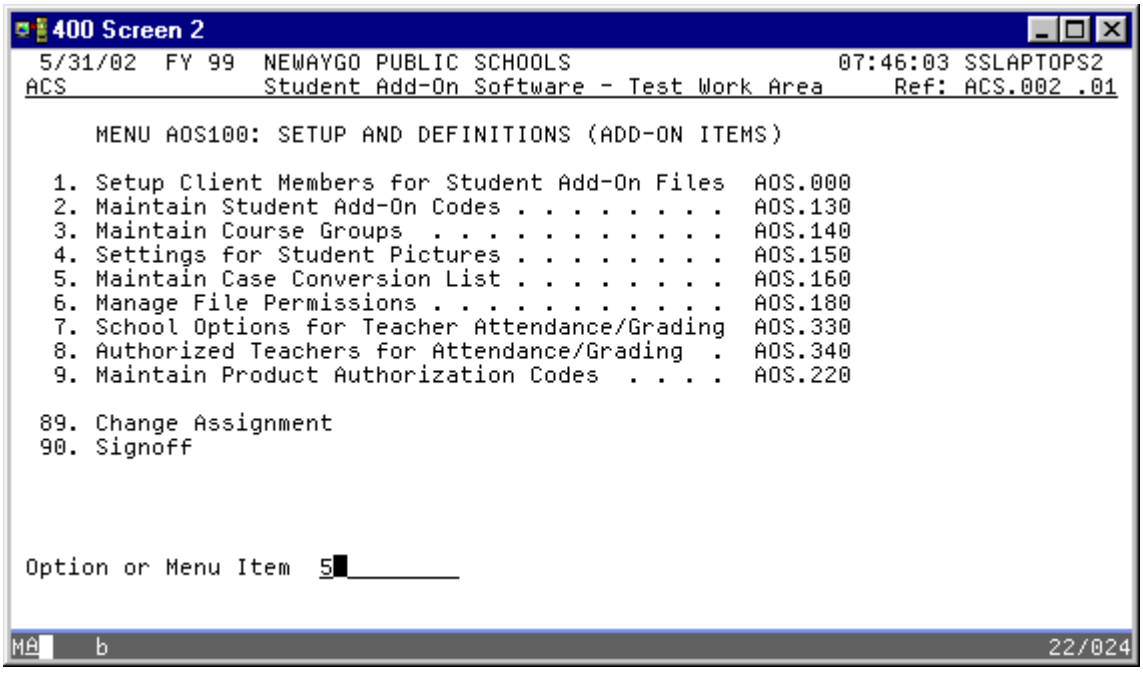
MAINTAIN CASE CONVERSION LIST

Overview

Optionally create a *case conversion list* to effect more control over the upper-to-lower case conversion process that occurs when certain information, like student and parent names, is downloaded from CIMS to GradeQuick. All CIMS data is stored in upper case, but several pieces of information are converted to mixed or lower case during the roster download process. Normally, during such conversions, the first letter of each word remains upper case while the rest of the word goes to lower case. You can use this program to have more control so that **MCHUGH**, for example, becomes **McHugh** instead of **Mchugh**.

How to Use

1. Start the *Maintain Case Conversion List* program (item AOS.160 on menu AOS100) as shown below:


400 Screen 2
5/31/02 FY 99 NEWAYGO PUBLIC SCHOOLS 07:46:03 SSLAPTOPS2
ACS Student Add-On Software - Test Work Area Ref: ACS.002 .01
MENU AOS100: SETUP AND DEFINITIONS (ADD-ON ITEMS)
1. Setup Client Members for Student Add-On Files AOS.000
2. Maintain Student Add-On Codes AOS.130
3. Maintain Course Groups AOS.140
4. Settings for Student Pictures AOS.150
5. Maintain Case Conversion List AOS.160
6. Manage File Permissions AOS.180
7. School Options for Teacher Attendance/Grading AOS.330
8. Authorized Teachers for Attendance/Grading . AOS.340
9. Maintain Product Authorization Codes AOS.220
89. Change Assignment
90. Signoff
Option or Menu Item 5
MA b 22/024

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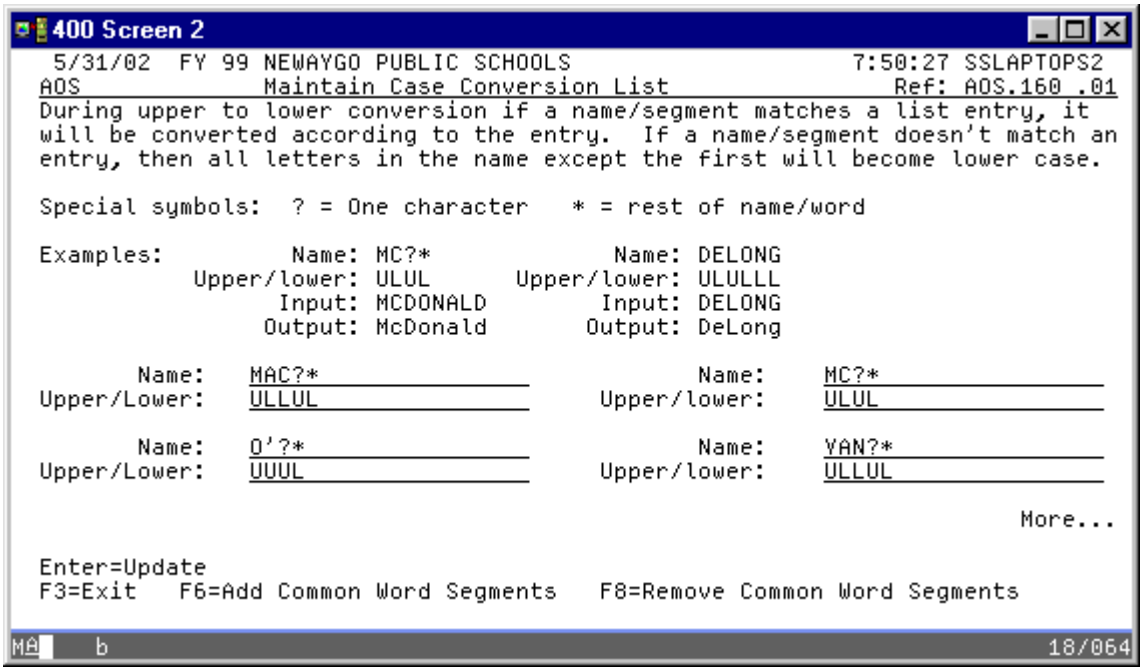
2. Enter as many list items as desired, four per screen, as shown below:


400 Screen 2
5/31/02 FY 99 NEWAYGO PUBLIC SCHOOLS 7:50:27 SSLAPTOPS2
AOS Maintain Case Conversion List Ref: AOS.160 .01
During upper to lower conversion if a name/segment matches a list entry, it will be converted according to the entry. If a name/segment doesn't match an entry, then all letters in the name except the first will become lower case.
Special symbols: ? = One character * = rest of name/word
Examples: Name: MC?* Name: DELONG
Upper/lower: ULUL Upper/lower: ULULLL
Input: MCDONALD Input: DELONG
Output: McDonald Output: DeLong
Name: MAC?* Name: MC?*
Upper/Lower: ULLUL Upper/lower: ULUL
Name: O'?* Name: YAN?*
Upper/Lower: UUUL Upper/lower: ULLUL
More...
Enter=Update
F3=Exit F6=Add Common Word Segments F8=Remove Common Word Segments
MA b 18/064

3. Consult the on-line help text (function key F1) for more information.

MANAGE FILE PERMISSIONS

Overview

If you choose to use the *Integrated File System (IFS)* to transfer data between the GradeQuick server and the CIMS server, you may need to override default permissions for files in the *IFS*. Also, if you choose to use *single member* AS/400 database tables for data transfer, you may need to override default permissions for these files. (Default permissions may vary from one AS/400 system to another or based on which user initially created the files.)

The use of this program is optional. Note that the operating system and *Client Access Operations Navigator* provide alternative methods of managing permissions.

Note: Only users with *manager* level access in their ACS assignments will be allowed to use this program.

How to Use

1. Start the *Manage File Permissions* program (item AOS.180 on menu AOS100) as shown below:

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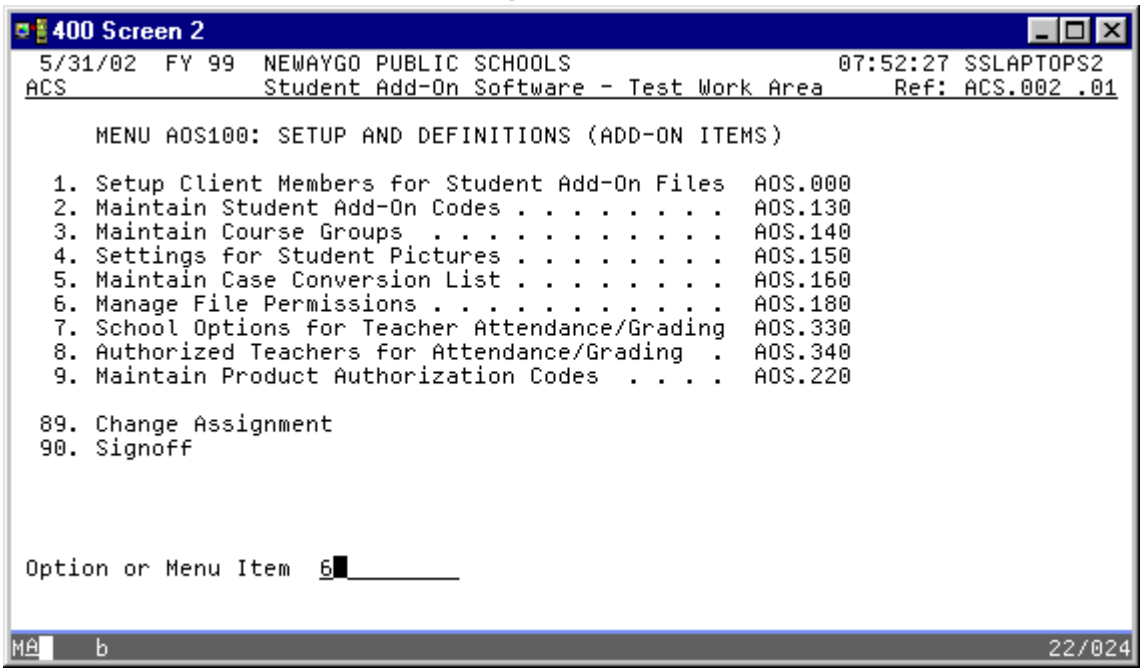
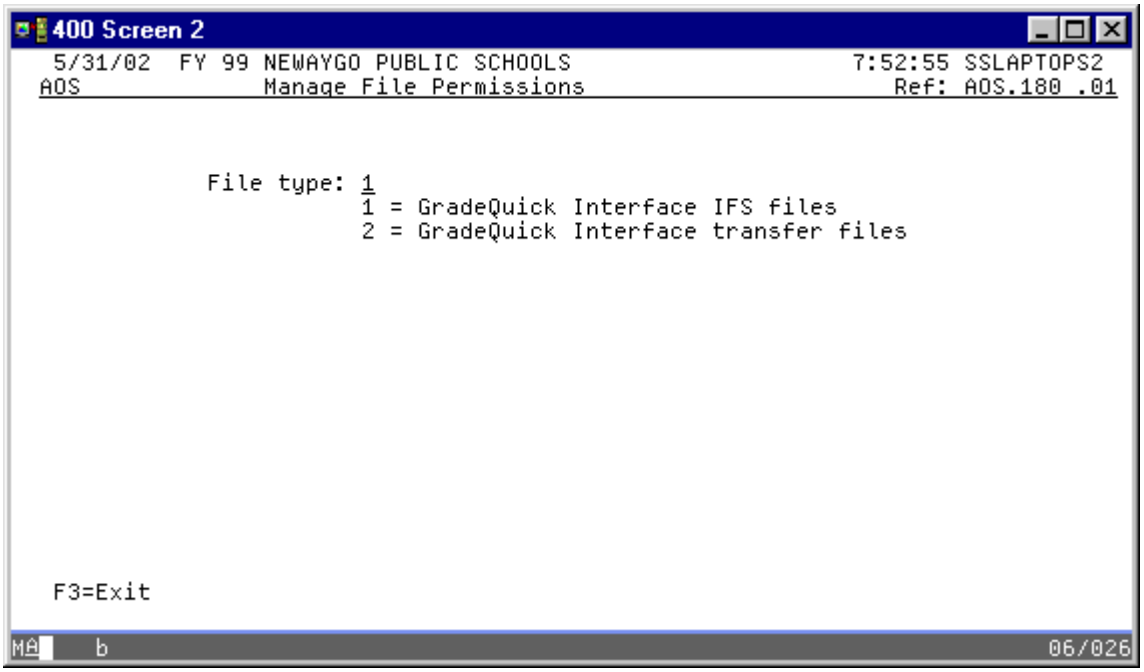

400 Screen 2
5/31/02 FY 99 NEWAYGO PUBLIC SCHOOLS 07:52:27 SSLAPTOPS2
ACS Student Add-On Software - Test Work Area Ref: ACS.002 .01
MENU AOS100: SETUP AND DEFINITIONS (ADD-ON ITEMS)
1. Setup Client Members for Student Add-On Files AOS.000
2. Maintain Student Add-On Codes AOS.130
3. Maintain Course Groups AOS.140
4. Settings for Student Pictures AOS.150
5. Maintain Case Conversion List AOS.160
6. Manage File Permissions AOS.180
7. School Options for Teacher Attendance/Grading AOS.330
8. Authorized Teachers for Attendance/Grading . AOS.340
9. Maintain Product Authorization Codes AOS.220
89. Change Assignment
90. Signoff
Option or Menu Item 6
MA b 22/024

2. Screen ref. AOS.180.01, shown below, will be displayed. Choose the type of file with which to work. In this sample, we'll first work with files in the *IFS*.


400 Screen 2
5/31/02 FY 99 NEWAYGO PUBLIC SCHOOLS 7:52:55 SSLAPTOPS2
AOS Manage File Permissions Ref: AOS.180 .01
File type: 1
1 = GradeQuick Interface IFS files
2 = GradeQuick Interface transfer files
F3=Exit
MA b 06/026

3. After Enter is pressed on screen ref. AOS.180.01, the following screen is shown:

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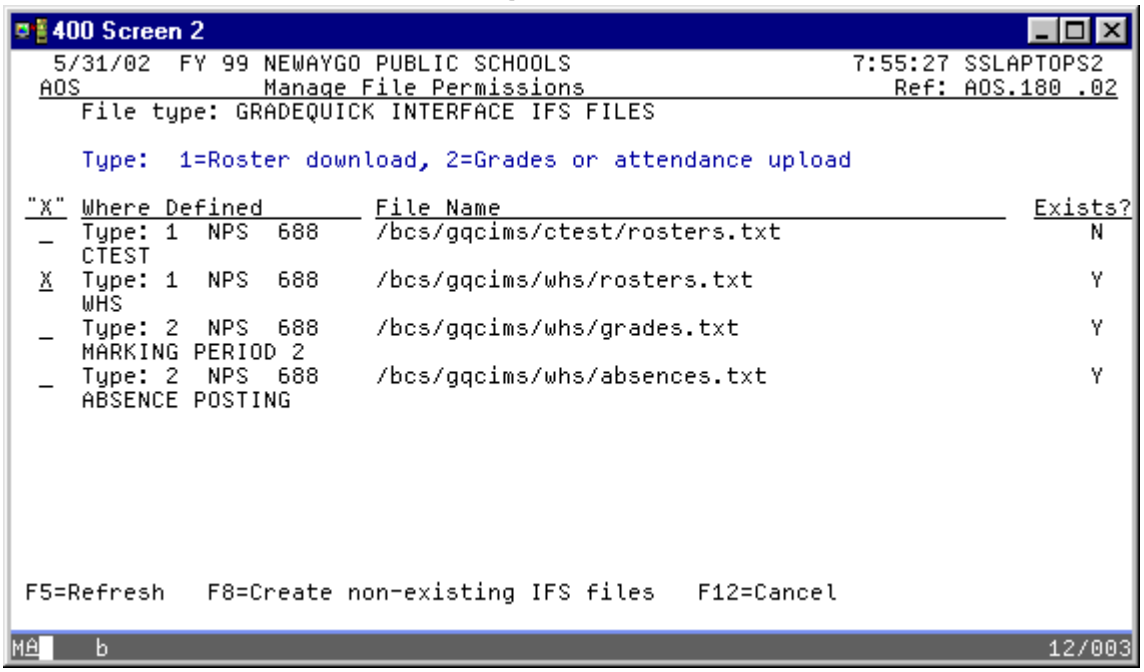
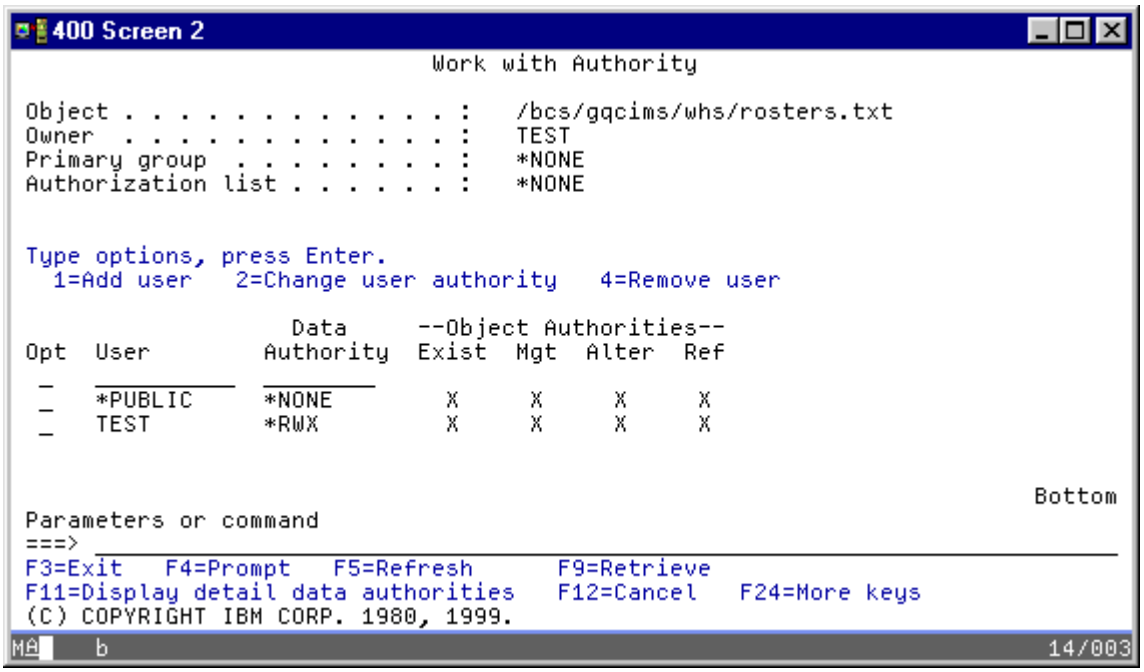

400 Screen 2
5/31/02 FY 99 NEWAYGO PUBLIC SCHOOLS 7:55:27 SSLAPTOPS2
AOS Manage File Permissions Ref: AOS.180 .02
File type: GRADEQUICK INTERFACE IFS FILES
Type: 1=Roster download, 2=Grades or attendance upload
"X" Where Defined File Name Exists?
_ Type: 1 NPS 688 /bcs/gqcims/ctest/rosters.txt N
CTEST
X Type: 1 NPS 688 /bcs/gqcims/whs/rosters.txt Y
WHS
_ Type: 2 NPS 688 /bcs/gqcims/whs/grades.txt Y
MARKING PERIOD 2
_ Type: 2 NPS 688 /bcs/gqcims/whs/absences.txt Y
ABSENCE POSTING
F5=Refresh F8=Create non-existing IFS files F12=Cancel
MA b 12/003

4. Screen ref. AOS.180.02, shown above, displays all the *IFS* files mentioned in any data transfer process (menu items AOS.557, AOS.542, and AOS.548). If you place an *X* to the left of any existing file, the following screen will be shown to allow you to work with its permissions:


400 Screen 2
Work with Authority
Object . . . . . : /bcs/gqcims/whs/rosters.txt
Owner . . . . . : TEST
Primary group . . . . . : *NONE
Authorization list . . . . . : *NONE
Type options, press Enter.
1=Add user 2=Change user authority 4=Remove user
Data --Object Authorities--
Opt User Authority Exist Mgt Alter Ref
_ *PUBLIC *NONE X X X X
_ TEST *RWX X X X X
Bottom
Parameters or command
===>
F3=Exit F4=Prompt F5=Refresh F9=Retrieve
F11=Display detail data authorities F12=Cancel F24=More keys
(C) COPYRIGHT IBM CORP. 1980, 1999.
MA b 14/003

5. The IBM *Work with Authority* screen, shown above, allows you to change permissions for existing users or add other users. When finished, press Enter or F3 to return to the previous screen.
6. At screen ref. AOS.180.02, press F12 to return to the following screen:

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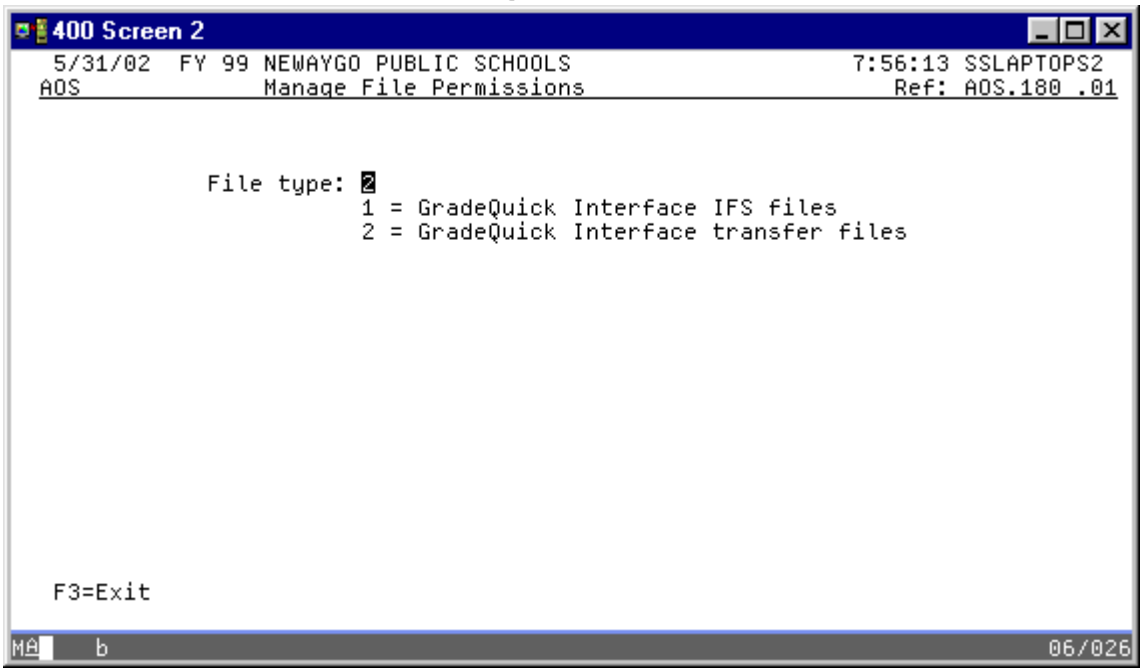
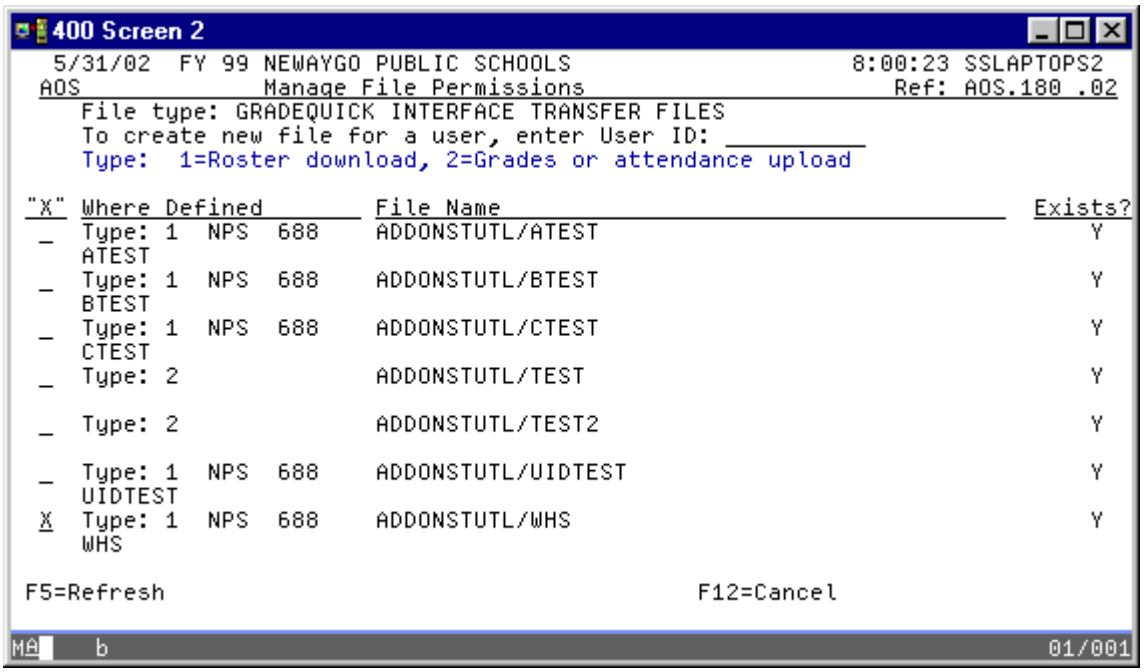

400 Screen 2
5/31/02 FY 99 NEWAYGO PUBLIC SCHOOLS 7:56:13 SSLAPTOPS2
AOS Manage File Permissions Ref: AOS.180 .01
File type: 2
1 = GradeQuick Interface IFS files
2 = GradeQuick Interface transfer files
F3=Exit
MA b 06/026

7. Notice on the screen above that *file type* 2 has been specified. This is to demonstrate the screens for *transfer files* (single member files that can be secured). After enter is pressed on AOS.180.01, the following screen is displayed:


400 Screen 2
5/31/02 FY 99 NEWAYGO PUBLIC SCHOOLS 8:00:23 SSLAPTOPS2
AOS Manage File Permissions Ref: AOS.180 .02
File type: GRADEQUICK INTERFACE TRANSFER FILES
To create new file for a user, enter User ID:
Type: 1=Roster download, 2=Grades or attendance upload
"X" Where Defined File Name Exists?
_ Type: 1 NPS 688 ADDONSTUTL/ATEST Y
ATEST
_ Type: 1 NPS 688 ADDONSTUTL/BTEST Y
BTEST
_ Type: 1 NPS 688 ADDONSTUTL/CTEST Y
CTEST
_ Type: 2 ADDONSTUTL/TEST Y
_ Type: 2 ADDONSTUTL/TEST2 Y
_ Type: 1 NPS 688 ADDONSTUTL/UIDTEST Y
UIDTEST
X Type: 1 NPS 688 ADDONSTUTL/WHS Y
WHS
F5=Refresh F12=Cancel
MA b 01/001

8. The screen above lists all the files in library ADDONSTUTL and files mentioned as *single member* files in the AOS.557 menu item. If you type an *X* to the left of any existing file and press Enter, the screen below will be shown to allow you to work with its permissions:

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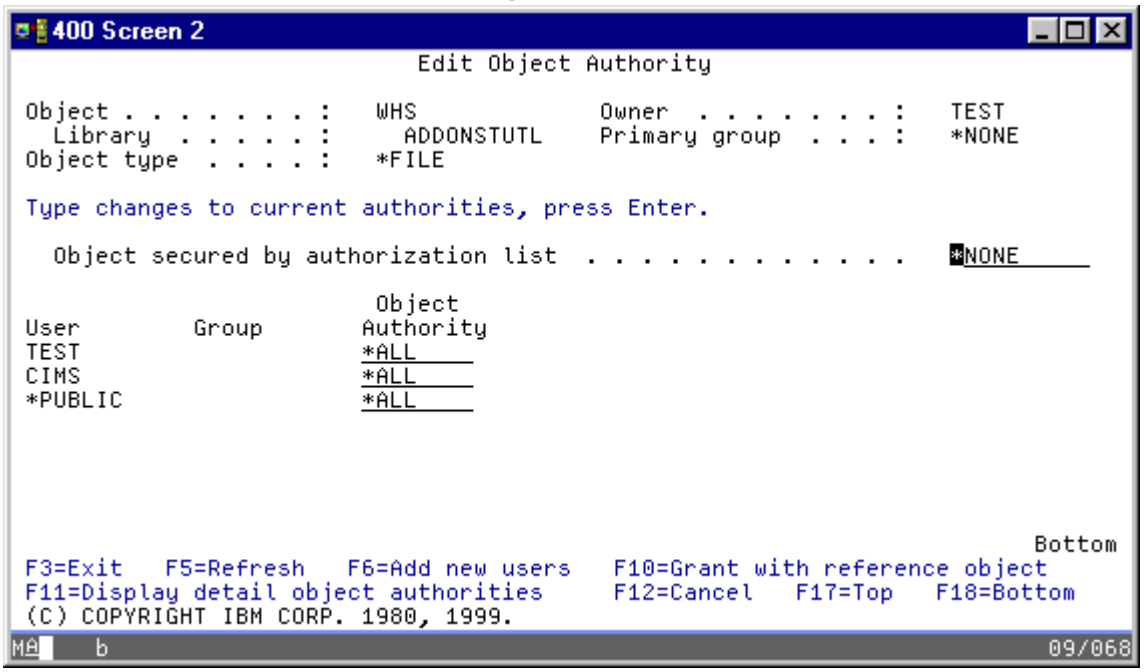
400 Screen 2
Edit Object Authority
Object . . . . . : WHS
Library . . . . . : ADDONSTUTL
Object type . . . . : *FILE
Owner . . . . . : TEST
Primary group . . . : *NONE
Type changes to current authorities, press Enter.
Object secured by authorization list . . . . . *NONE
Object
User Group Authority
TEST *ALL
CIMS *ALL
*PUBLIC *ALL
Bottom
F3=Exit F5=Refresh F6=Add new users F10=Grant with reference object
F11=Display detail object authorities F12=Cancel F17=Top F18=Bottom
(C) COPYRIGHT IBM CORP. 1980, 1999.
MA b 09/068

9. The IBM *Edit Object Authority* screen, shown above, allows you to change permissions for existing users or add other users. When finished, press Enter or F3 to return to the previous screen.

Chapter 9. Legacy Tasks

Overview

Version 3.00 of the interface introduced a new method for exchanging data between the GradeQuick server and the CIMS server (AS/400): use of the *Integrated File System* and *NetServer*. The preceding sections of the manual have focused on the use of the new method.

We recognize that some schools may choose to continue to use the old, or *legacy*, techniques for exchanging data: *Client Access Data Transfer*, *FTP*, and/or *RUNRMTCMD*. Therefore, we have included this section, *Legacy Tasks*, to provide basic information on how to use the legacy techniques.

Downloading Rosters

Use Client Access to Download Rosters

When you *manually download* rosters using the *run* option on screen ref. AOS.557P.01, once the AS/400 has prepared the rosters file a screen similar to the following is shown:

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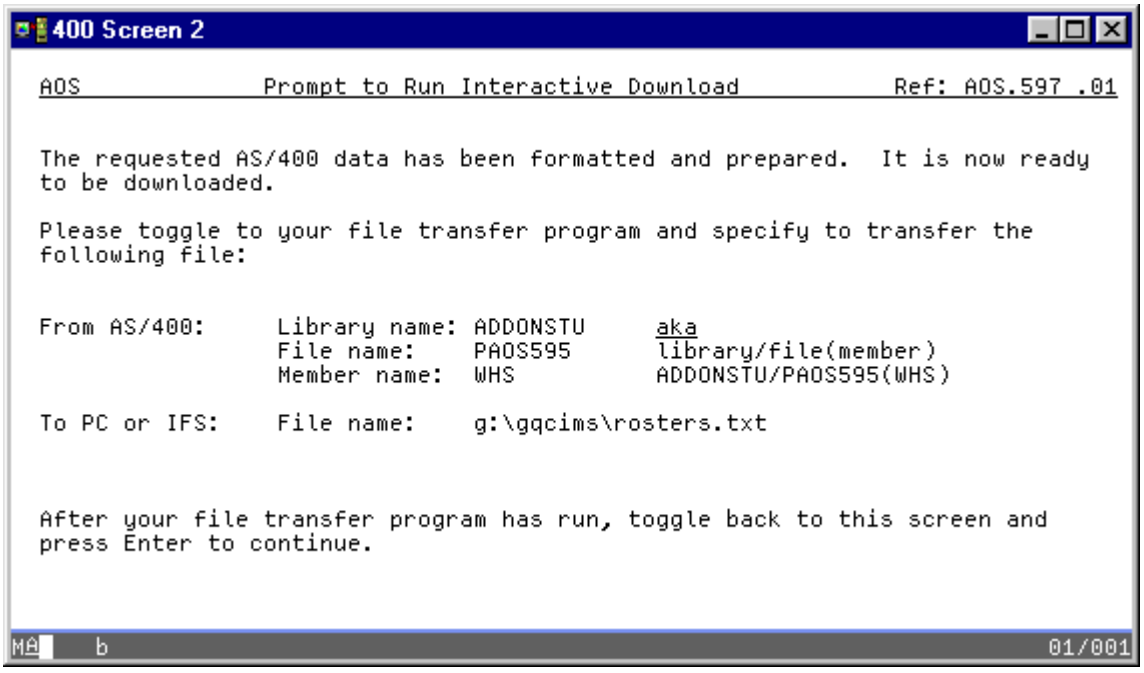
400 Screen 2
AOS Prompt to Run Interactive Download Ref: AOS.597 .01
The requested AS/400 data has been formatted and prepared. It is now ready to be downloaded.
Please toggle to your file transfer program and specify to transfer the following file:
From AS/400: Library name: ADDONSTU aka
File name: PAOS595 library/file(member)
Member name: WHS ADDONSTU/PAOS595(WHS)
To PC or IFS: File name: g:\gqcims\rosters.txt
After your file transfer program has run, toggle back to this screen and press Enter to continue.
MA b
01/001

When the screen above is displayed, your *Client Access Data Transfer Definition* should be opened and run. We supply a *default transfer definition* (in the GQCIMS folder) named: **Rosters Transfer Definition – Default.dtf**

You'll need to modify the default file to match your AS/400 system name and the library/file(member) value specified on the above screen. After modifications, use **Save As** to create and name your own permanent transfer definition. The definition should look similar to the following:

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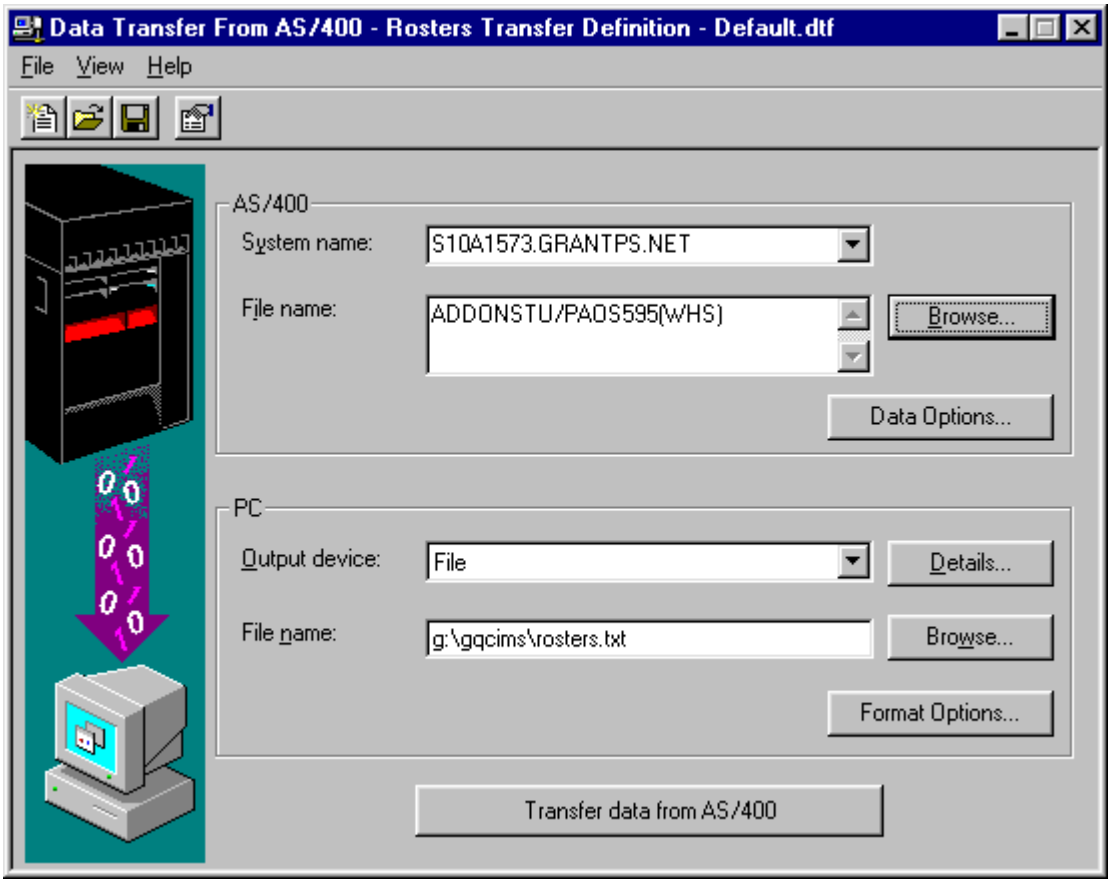

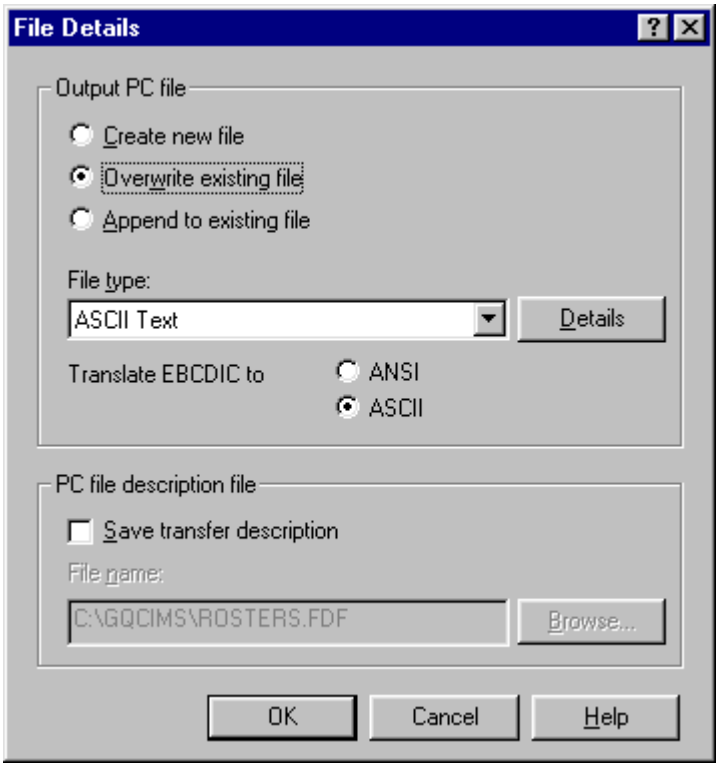

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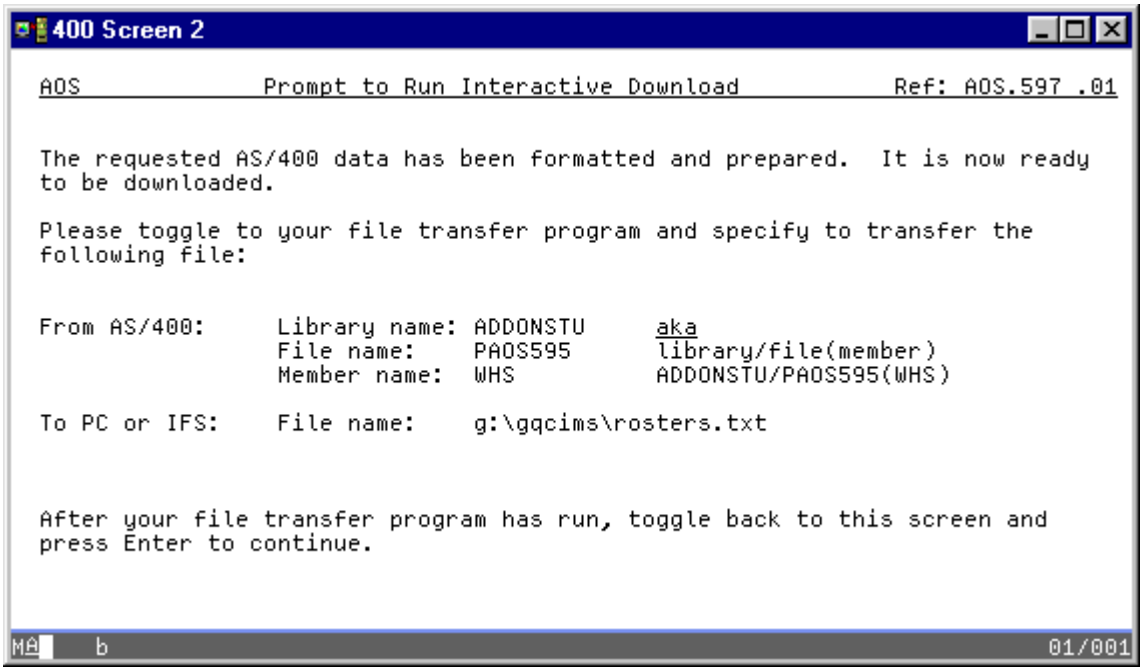
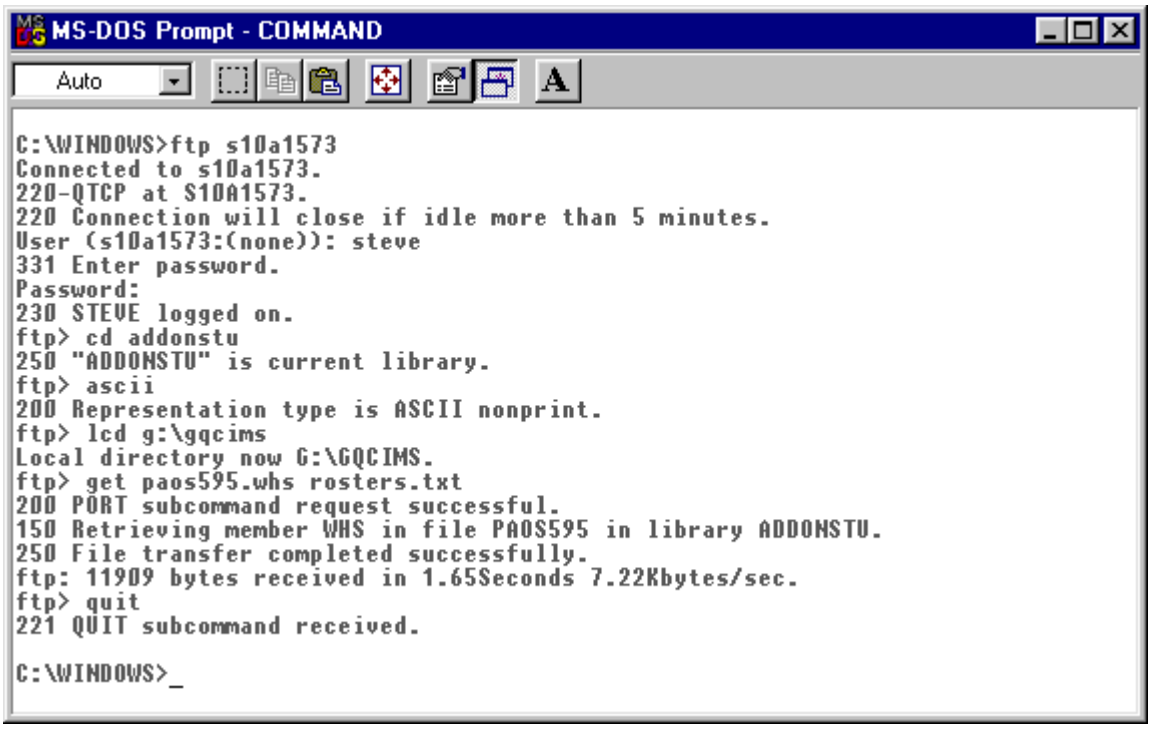
Use FTP to Download Rosters

When you *manually download* rosters using the *run* option on screen ref. AOS.557P.01, once the AS/400 has prepared the rosters file a screen similar to the following is shown:


400 Screen 2
AOS Prompt to Run Interactive Download Ref: AOS.597 .01
The requested AS/400 data has been formatted and prepared. It is now ready to be downloaded.
Please toggle to your file transfer program and specify to transfer the following file:
From AS/400: Library name: ADDONSTU aka
File name: PAOS595 library/file(member)
Member name: WHS ADDONSTU/PAOS595(WHS)
To PC or IFS: File name: g:\gqcims\rosters.txt
After your file transfer program has run, toggle back to this screen and press Enter to continue.
MA b 01/001

When the screen above is displayed, your FTP program should be opened and run. For example, something similar to the following could be typed at a Windows DOS/command prompt:


MS-DOS Prompt - COMMAND
Auto
C:\WINDOWS>ftp s10a1573
Connected to s10a1573.
220-QTCP at S10A1573.
220 Connection will close if idle more than 5 minutes.
User (s10a1573:(none)): steve
331 Enter password.
Password:
230 STEVE logged on.
ftp> cd addonstu
250 "ADDONSTU" is current library.
ftp> ascii
200 Representation type is ASCII nonprint.
ftp> lcd g:\gqcims
Local directory now G:\GQCIMS.
ftp> get paos595.whs rosters.txt
200 PORT subcommand request successful.
150 Retrieving member WHS in file PAOS595 in library ADDONSTU.
250 File transfer completed successfully.
ftp: 11909 bytes received in 1.65Seconds 7.22Kbytes/sec.
ftp> quit
221 QUIT subcommand received.
C:\WINDOWS>_

Alternatively, an FTP script file could be used for doing the above steps without re-typing commands every time. Such a sample script file has been provided (in the GQCIMS folder); its name is: **ftp-script-sample-rosters.txt**

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You'll need to copy and adjust the sample FTP script to modify things like: *User ID, Password, file name, member name, target path/file, etc.* ***Caution***: Use a low-powered AS/400 User ID for doing file transfers – maybe one with rights to access only the necessary files and nothing else.

Following is the command that can be typed into a DOS/command prompt (or the Windows *Start > Run > Open* field) – or placed in a desktop shortcut -- to run FTP to process the sample script file. This command should be started from the folder that contains the **ftp-script-sample-rosters.txt** file.

ftp –n –s:ftp-script-sample-rosters.txt s10a1573 (where **s10a1573** is your AS/400 system)

Use RUNRMTCMD for Unattended Roster Downloading/Sending

Use of the AS/400 *RUNRMTCMD* command to *download* and *send* rosters from the AS/400 to the GradeQuick server is an alternative to the "IFS-NetServer-Windows Task Scheduler" solution. It is an "AS/400 push" technology. However, it is a more complex solution.

Use of RUNRMTCMD requires:

- a TCP/IP network
- a non-dedicated "slave" PC with password caching enabled
- IBM *Client Access Express* installed on the "slave" PC
- a static IP address on the "slave" PC

Following are the general steps to implement this unattended download/send method:

1. Install and configure *Client Access Express* on a "slave" PC; doesn't have to be a dedicated PC
2. Define and test a *Client Access Data Transfer* definition or an *FTP script* which will download the roster file from the AS/400 to the PC
3. Define and test a *"Send Rosters"* definition that can be used to send/distribute the roster file to the GradeQuick rosters folder
4. Specify the correct settings in the *Roster Downloads to GradeQuick* program on the AS/400
5. Make sure the *BCS AS/400 Batch Timer* is running on the AS/400

The above process is covered in more detail below.

1. Choose a PC (workstation or server) to be the "slave" of the AS/400 "master", which sends the PC "slave" instructions to do something so often. The PC must be able to access the AS/400 without stopping for a User ID / Password prompt during the execution of any instructions. Since Windows 98 allows for caching of passwords, a PC with that operating system is a good choice. You'll also want this PC to be protected with a screen saver password and behind a locked door during hours when the user is not present. The PC can be that of a normal daily user. Occasionally, a task will crank up and run in the background.

2. Verify that the PC has a static IP address and write that down. Example: **192.168.0.15**

3. Install *Client Access Express* on this PC, if it hasn't been installed already.

4. Activate the Incoming Remote Command feature of *Client Access Express*. Go to Client Access Properties in the Client Access program folder. There is a tab for Remote Command. Go there and tell it to automatically start incoming remote command. Also, use the *Add* button to add a User ID and Password. Make both of these up; they do not have to be a network or AS/400 User ID and Password. For example: *User:* **MICKEY** *Password:* **MOUSE**

5. Reboot the PC. The *Incoming Remote Command daemon* should be active and ready to receive commands from the AS/400. If the remote command daemon won't automatically start at reboot, add the following program to the *Startup* folder on the PC: **cwbrxd.exe** by doing the following: Right-click *Start* then select *Open*. Double-click *Programs*. Double-click *Startup*. Right-click a blank area of the *Startup* folder and choose *New > Shortcut*. For command line type: **cwbrxd.exe**. Click *Next* and then *Finish*.

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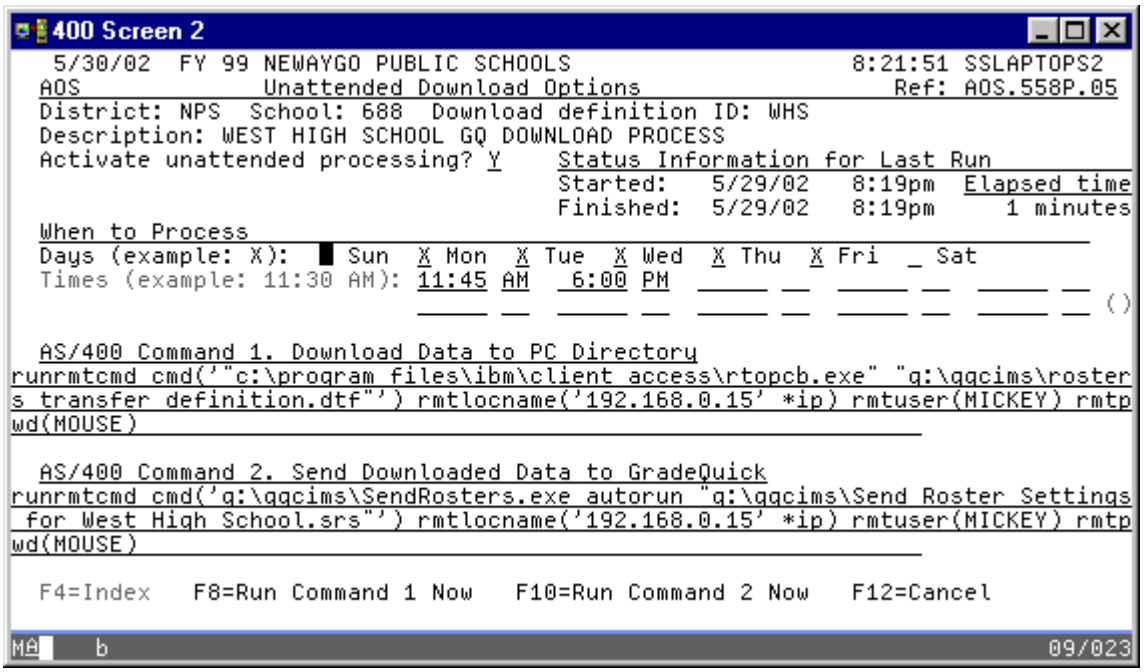
6. Verify that *Windows 95 password caching* is enabled (even Windows 98 operating system phrases it this way). Do so by clicking these menu items: *Start* > *Settings* > *Control Panel*. Then double-click the *Passwords* icon. Then click the *Client Access* tab. *Windows 95 password caching* should be set to *Enabled*. Also verify that *Enable caching of AS/400 passwords* is checked.

7. Make sure manual roster downloads work using either a *Client Access Data Transfer* definition or an *FTP script*.

8. Make sure you've been able to *send* the downloaded roster file to the GradeQuick folder by use of the *SendRosters.exe* program in the \GQCIMS folder. Jot down the name of the settings file for the roster send process. Example: **"Send Roster Settings for West High School.srs"**

9. Change the *processing option* on screen ref. AOS.558P.04 to option 2 (AS/400 instigates Steps 2 and 3 using RUNRMTCMD). This screen can be found in the *Roster Downloads to GradeQuick* program (item AOS.557 on menu AOS600).

10. Fill out screen ref. AOS.558P.05 to look similar to the following:


400 Screen 2
5/30/02 FY 99 NEWAYGO PUBLIC SCHOOLS 8:21:51 SSLAPTOPS2
AOS Unattended Download Options Ref: AOS.558P.05
District: NPS School: 688 Download definition ID: WHS
Description: WEST HIGH SCHOOL GQ DOWNLOAD PROCESS
Activate unattended processing? Y
Status Information for Last Run
Started: 5/29/02 8:19pm Elapsed time
Finished: 5/29/02 8:19pm 1 minutes
When to Process
Days (example: X): Sun X Mon X Tue X Wed X Thu X Fri _ Sat
Times (example: 11:30 AM): 11:45 AM 6:00 PM
AS/400 Command 1. Download Data to PC Directory
runrmtcmd cmd('"c:\program files\ibm\client access\rtopcb.exe" "g:\qgcims\rosters transfer definition.dtf"') rmtlocname('192.168.0.15' *ip) rmtuser(MICKEY) rmtpwd(MOUSE)
AS/400 Command 2. Send Downloaded Data to GradeQuick
runrmtcmd cmd('g:\qgcims\SendRosters.exe autorun "g:\qgcims\Send Roster Settings for West High School.srs"') rmtlocname('192.168.0.15' *ip) rmtuser(MICKEY) rmtpwd(MOUSE)
F4=Index F8=Run Command 1 Now F10=Run Command 2 Now F12=Cancel
MA b 09/023

Notes

- You can test each of the above two commands manually by using the **F8** and **F10** function keys. The *Incoming Remote Command* window on the PC should show statements/activity on the screen to indicate that something has been run.
- You can replace the *AS/400 Command 1* with something like the following if you prefer to use an FTP script rather than a *Client Access Data Transfer* definition:

runrmtcmd cmd('c:\windows\ftp.exe –n –s:ftp-script-sample-rosters.txt s10a1573') rmtlocname('192.168.0.15' *ip) rmtuser(MICKEY) rmtpwd(MOUSE)

11. Make sure the *BCS AS/400 Batch Timer* is running (see menu item AOS.562 on menu AOS600).

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Use InterfaceTimer.exe for Unattended Roster Downloading/Sending

Use of the supplied PC *InterfaceTimer.exe* program to *download* and *send* rosters from the AS/400 to the GradeQuick server is an alternative to the "IFS-NetServer-Windows Task Scheduler" solution. It is a "PC pull" technology.

Note: Use of *InterfaceTimer.exe* requires a non-dedicated "pulling" PC with password caching enabled.

Following are the general steps to implement this unattended download/send method:

1. Configure a settings file for the *Interface Timer*.
2. Make sure the timer starts at PC reboot.

The above process is covered in more detail below.

1. Choose a PC; it must be able to access the AS/400 without stopping for a User ID / Password prompt during the execution of any instructions. Since Windows 98 allows for caching of passwords, a PC with that operating system is a good choice. You'll also want this PC to be protected with a screen saver password and behind a locked door during hours when the user is not present. The PC can be that of a normal daily user. Occasionally, a task will crank up and run in the background.

2. If you'll be using *Data Transfer* (vs. FTP) to download the roster file from the AS/400, install *Client Access Express* on this PC, if it hasn't been installed already.

3. If you'll be using *Data Transfer* (vs. FTP), verify that *Windows 95 password caching* is enabled (even Windows 98 operating system phrases it this way). Do so by clicking these menu items: *Start* > *Settings* > *Control Panel*. Then double-click the *Passwords* icon. Then click the *Client Access* tab. *Windows 95 password caching* should be set to *Enabled*. Also verify that *Enable caching of AS/400 passwords* is checked.
4. Make sure manual roster downloads work using either a *Client Access Data Transfer* definition or an *FTP script*.

5. Make sure you've been able to *send* the downloaded roster file to the GradeQuick folder by use of the *SendRosters.exe* program in the \GQCIMS folder. Jot down the name of the settings file for the roster send process. Example: **"Send Roster Settings for West High School.srs"**

6. Start the *InterfaceTimer.exe* program and set the screen values similar to those shown below:

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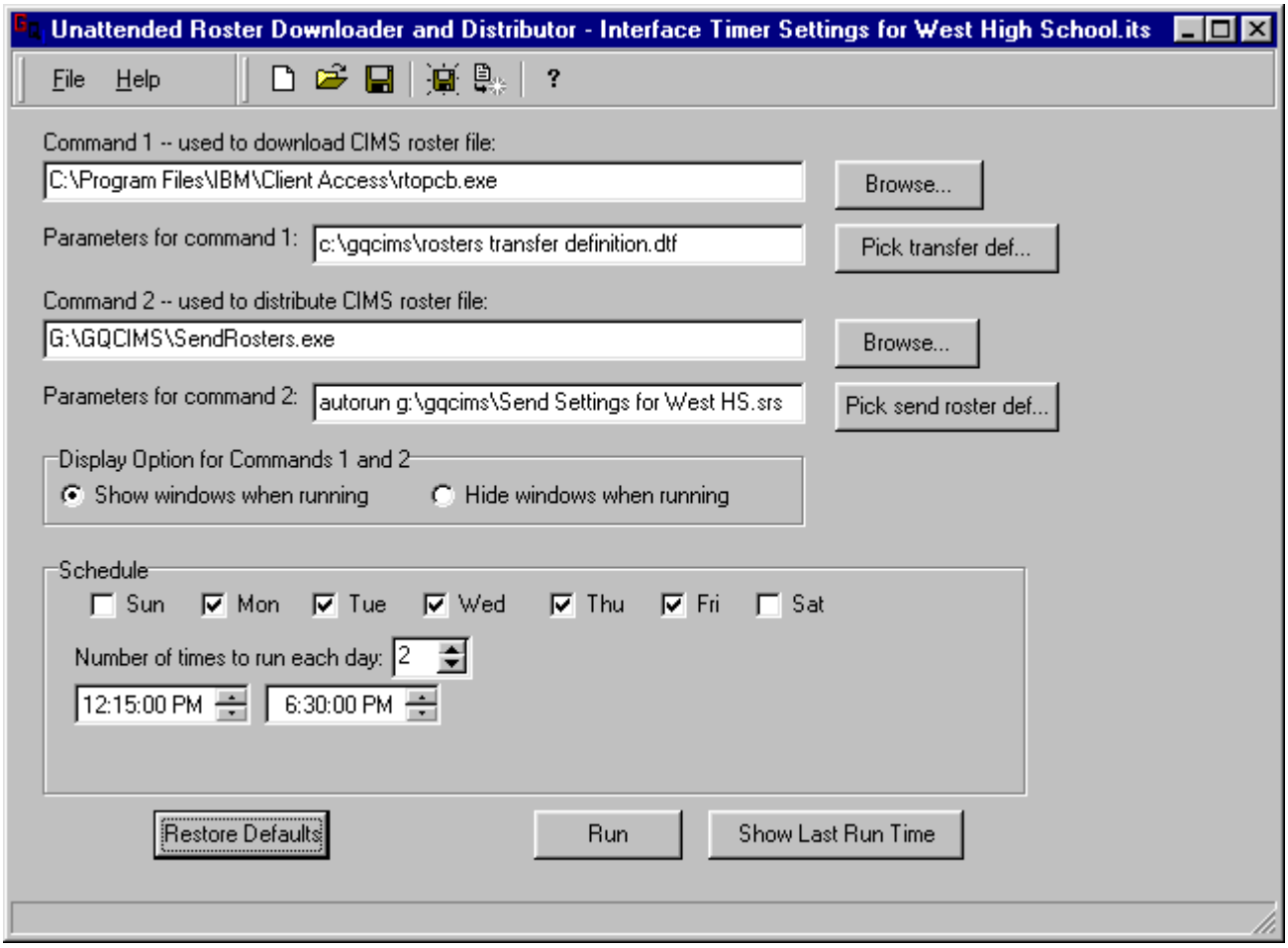
Unattended Roster Downloader and Distributor - Interface Timer Settings for West High School.its
File Help
Command 1 -- used to download CIMS roster file:
C:\Program Files\IBM\Client Access\rtopcb.exe
Browse...
Parameters for command 1:
c:\gqcims\rosters transfer definition.dtf
Pick transfer def...
Command 2 -- used to distribute CIMS roster file:
G:\GQCIMS\SendRosters.exe
Browse...
Parameters for command 2:
autorun g:\gqcims\Send Settings for West HS.srs
Pick send roster def...
Display Option for Commands 1 and 2
Show windows when running
Hide windows when running
Schedule
Sun Mon Tue Wed Thu Fri Sat
Number of times to run each day: 2
12:15:00 PM
6:30:00 PM
Restore Defaults
Run
Show Last Run Time

Notes

- You can replace the *Command 1* and *Parameters for command 1* fields with the something like following if you prefer to run an FTP script instead of a *Client Access Data Transfer*:

  Command 1: **c:\windows\ftp.exe**

  Parameters for command 1: **–n –s:ftp-script-sample-rosters.txt s10a1573**

- The *times to run* should not be the same times that the AS/400 will prepare the data; they should be several minutes after that. See screen ref. AOS.558P.05 below.

7. Save the settings. Sample file name: **Interface Timer Settings for West High School.its**

8. Verify that the process works by setting a *run time* that is a couple minutes into the future and clicking the *Run* button.

9. Make sure the *InterfaceTimer.exe* program will run automatically at PC reboot by adding a shortcut to the *Startup* folder. If you specify a parameter of *autorun* when creating a shortcut in your startup folder, the timer will startup in run mode, minimized. Example of command that shortcut should run:

   start /m g:\gqcims\Interfacetimer.exe autorun "Interface Timer Settings for West High School.its"

10. Change the *processing option* on screen ref. AOS.558P.04 to option 1 (PC/Network instigates Steps 2 and 3). This screen can be found in the *Roster Downloads to GradeQuick* program (item AOS.557 on menu AOS600).

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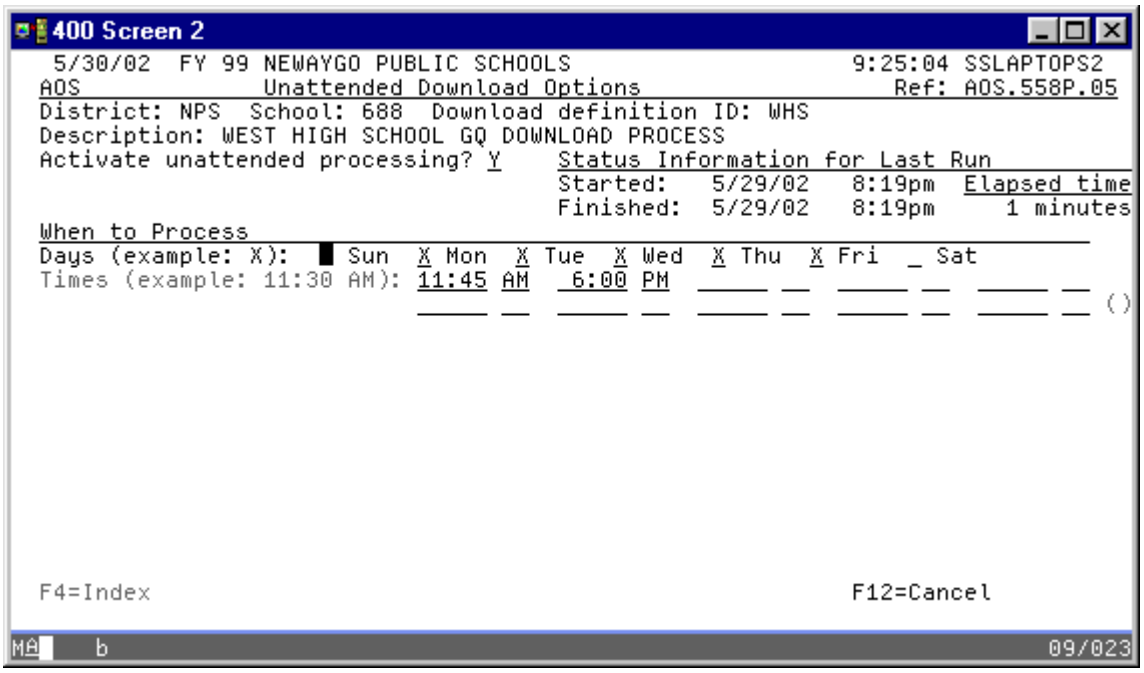
11. Fill out screen ref. AOS.558P.05 to look similar to the following:

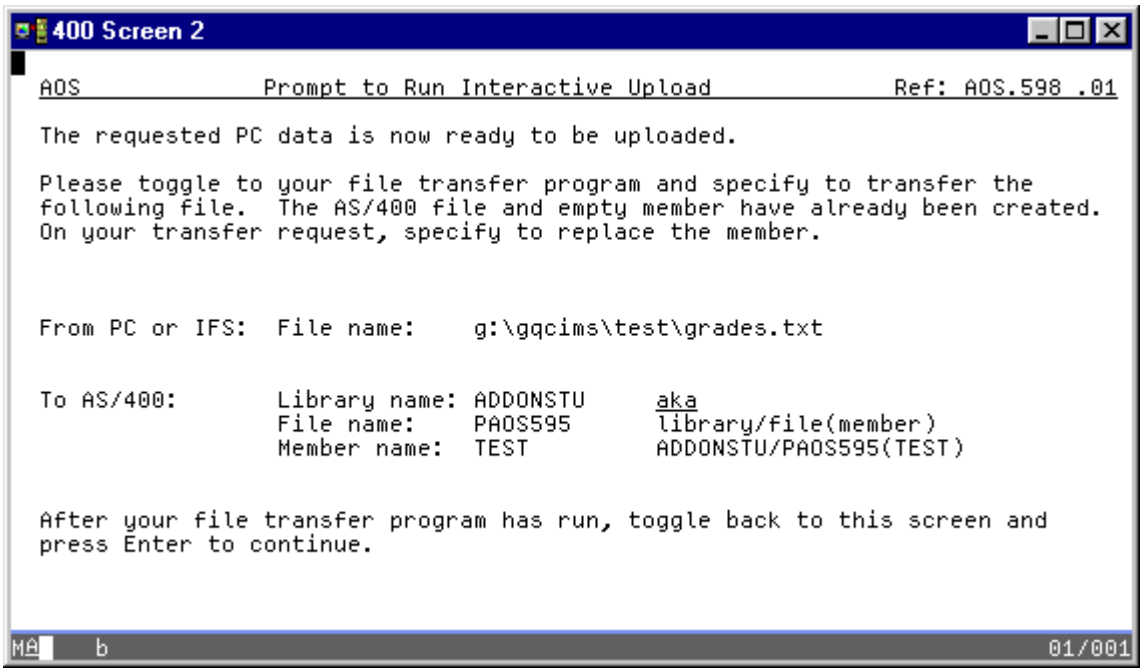

400 Screen 2
5/30/02 FY 99 NEWAYGO PUBLIC SCHOOLS 9:25:04 SSLAPTOPS2
AOS Unattended Download Options Ref: AOS.558P.05
District: NPS School: 688 Download definition ID: WHS
Description: WEST HIGH SCHOOL GQ DOWNLOAD PROCESS
Activate unattended processing? Y
Status Information for Last Run
Started: 5/29/02 8:19pm
Finished: 5/29/02 8:19pm
Elapsed time
1 minutes
When to Process
Days (example: X): Sun X Mon X Tue X Wed X Thu X Fri Sat
Times (example: 11:30 AM): 11:45 AM 6:00 PM
F4=Index
F12=Cancel
MA b 09/023

12. Make sure the *BCS AS/400 Batch Timer* is running (see menu item AOS.562 on menu AOS600).

UPLOADING GRADES

Use Client Access to Upload Grades

When you *manually upload* grades using the *run* option on screen ref. AOS.542P.01, the following is shown:


400 Screen 2
AOS Prompt to Run Interactive Upload Ref: AOS.598 .01
The requested PC data is now ready to be uploaded.
Please toggle to your file transfer program and specify to transfer the following file. The AS/400 file and empty member have already been created. On your transfer request, specify to replace the member.
From PC or IFS: File name: g:\gqcims\test\grades.txt
To AS/400: Library name: ADDONSTU aka
File name: PAOS595 library/file(member)
Member name: TEST ADDONSTU/PAOS595(TEST)
After your file transfer program has run, toggle back to this screen and press Enter to continue.
MA b 01/001

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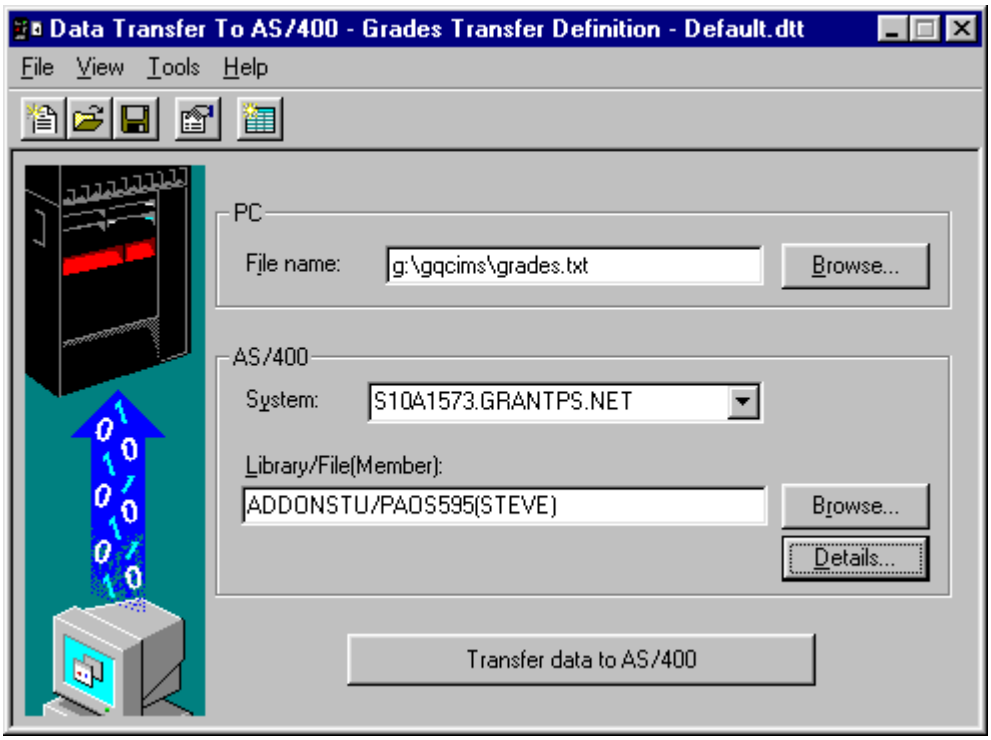
When the screen above is displayed, your *Client Access Data Transfer Definition* should be opened and run. We supply a *default transfer definition* (in folder GQCIMS) named: **Grades Transfer Definition – Default.dtt**

You'll need to modify the default file to match your AS/400 system name and the library/file(member) value specified on the above screen. After modifications, use **Save As** to create and name your own permanent transfer definition. The definition should look similar to the following:



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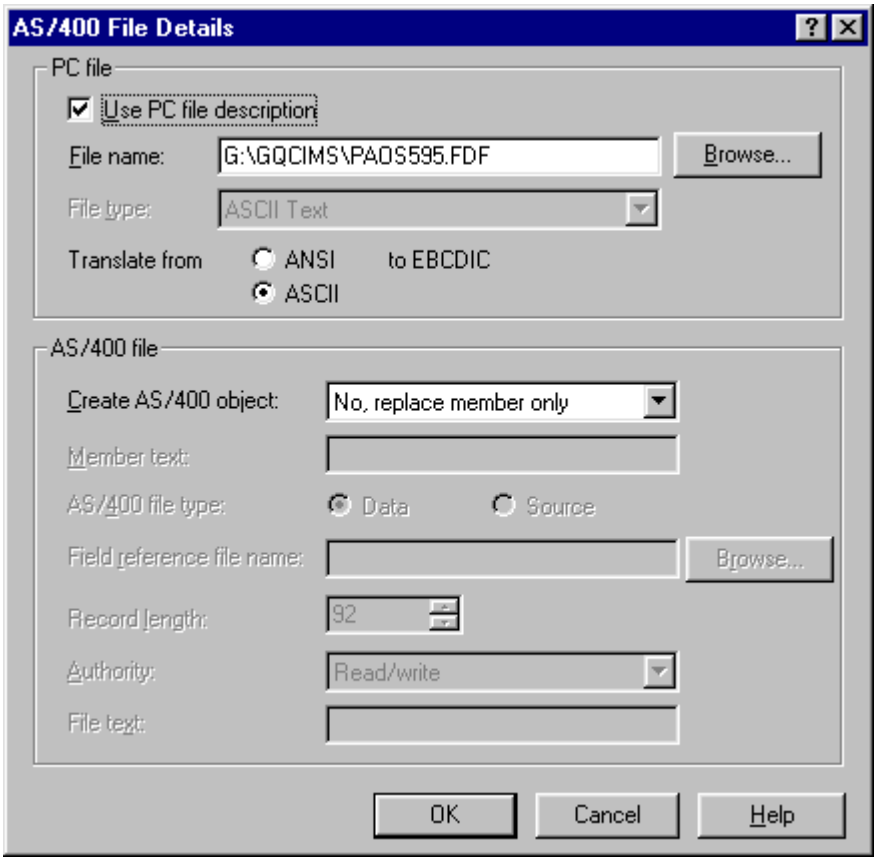
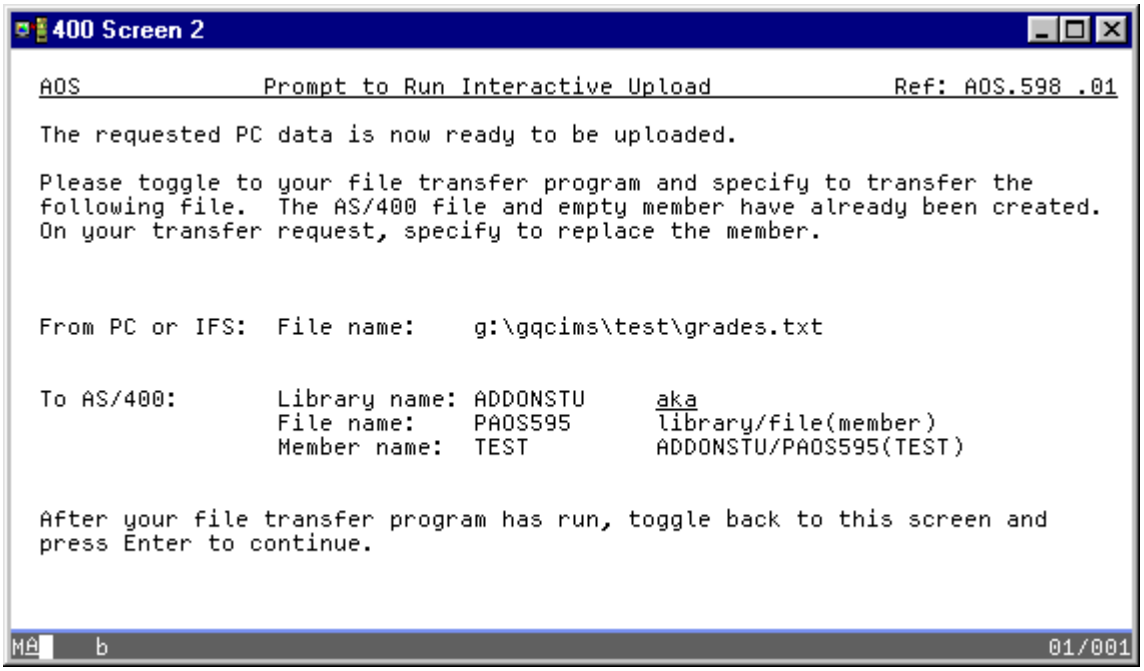


Use FTP to Upload Grades

When you *manually upload* grades using the *run* option on screen ref. AOS.542P.01, the following is shown:


400 Screen 2
AOS Prompt to Run Interactive Upload Ref: AOS.598 .01
The requested PC data is now ready to be uploaded.
Please toggle to your file transfer program and specify to transfer the
following file. The AS/400 file and empty member have already been created.
On your transfer request, specify to replace the member.
From PC or IFS: File name: g:\gqcims\test\grades.txt
To AS/400: Library name: ADDONSTU aka
File name: PAOS595 library/file(member)
Member name: TEST ADDONSTU/PAOS595(TEST)
After your file transfer program has run, toggle back to this screen and
press Enter to continue.
MA b 01/001

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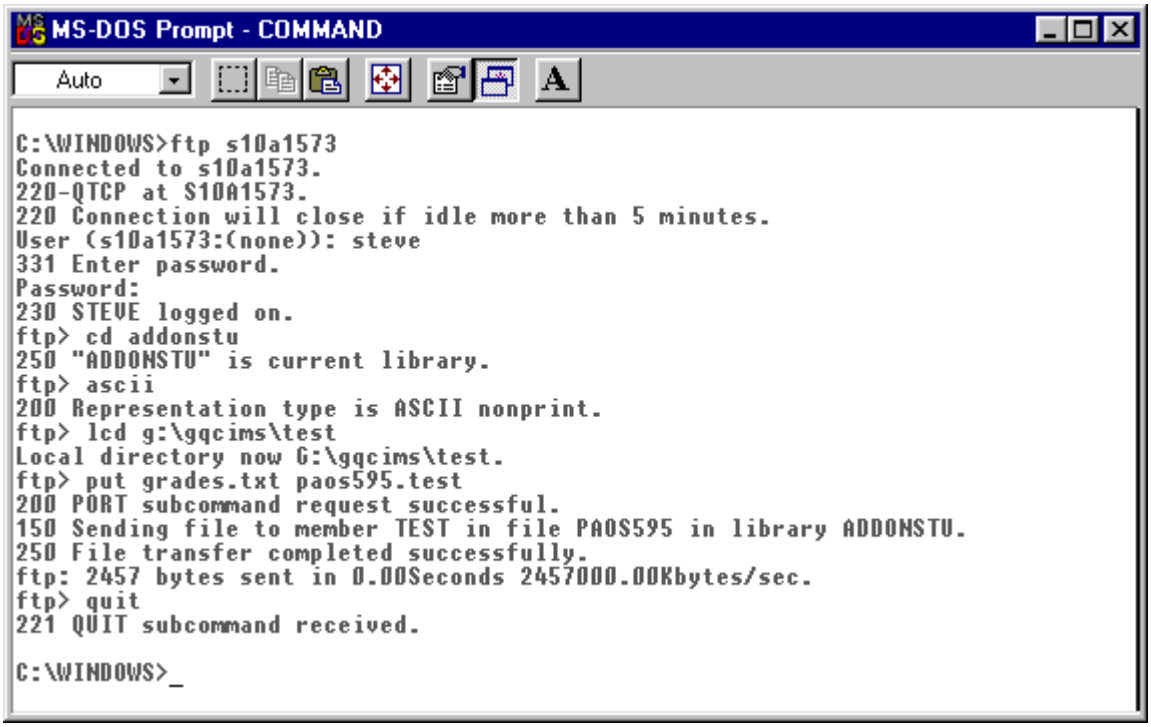
When the screen above is displayed, your FTP program should be opened and run. For example, something similar to the following could be typed at a Windows DOS/command prompt:


MS-DOS Prompt - COMMAND
Auto
C:\WINDOWS>ftp s10a1573
Connected to s10a1573.
220-QTCP at S10A1573.
220 Connection will close if idle more than 5 minutes.
User (s10a1573:(none)): steve
331 Enter password.
Password:
230 STEVE logged on.
ftp> cd addonstu
250 "ADDONSTU" is current library.
ftp> ascii
200 Representation type is ASCII nonprint.
ftp> lcd g:\gqcims\test
Local directory now G:\gqcims\test.
ftp> put grades.txt paos595.test
200 PORT subcommand request successful.
150 Sending file to member TEST in file PAOS595 in library ADDONSTU.
250 File transfer completed successfully.
ftp: 2457 bytes sent in 0.00Seconds 2457000.00Kbytes/sec.
ftp> quit
221 QUIT subcommand received.
C:\WINDOWS>_

Alternatively, an FTP script file could be used for doing the above steps without re-typing commands every time. Such a sample script file has been provided (in folder GQCIMS); its name is: **ftp-script-sample-grades.txt**

You'll need to copy and adjust the sample FTP script to modify things like: *User ID, Password, file name, member name, target path/file, etc.* ***Caution***: Use a low-powered AS/400 User ID for doing file transfers – maybe one with rights to access only the necessary files and nothing else.

Following is the command that can be typed into a DOS/command prompt (or the Windows *Start* > *Run* > *Open* field) – or placed in a desktop shortcut -- to run FTP to process the sample script file. This command should be started from the folder that contains the **ftp-script-sample-grades.txt** file.

ftp –n –s:ftp-script-sample-grades.txt s10a1573 (where **s10a1573** is your AS/400 system)

UPLOADING ATTENDANCE

Use Client Access to Upload Attendance

When you *manually upload* attendance using menu item AOS.548 on menu AOS600, the following is shown:

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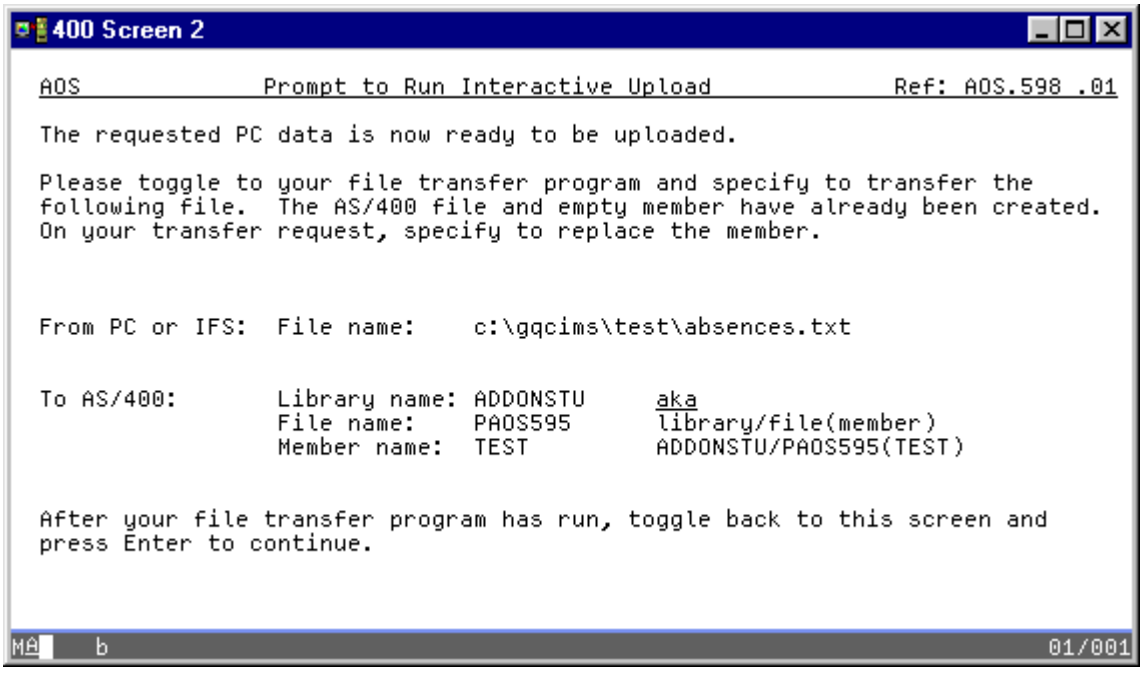
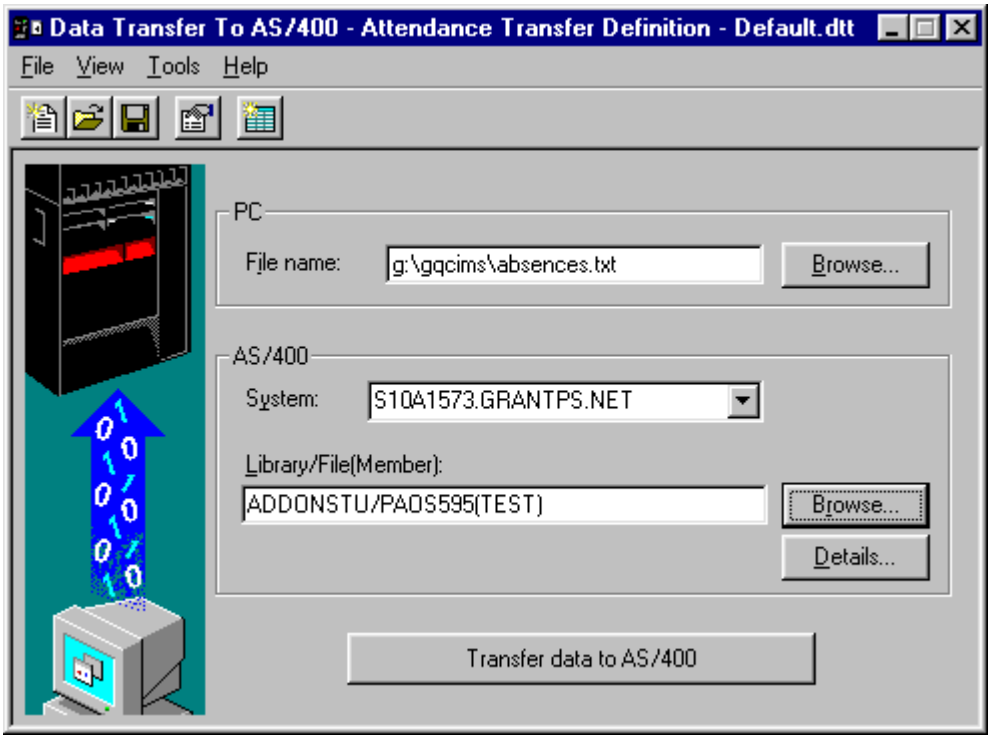

400 Screen 2
AOS Prompt to Run Interactive Upload Ref: AOS.598 .01
The requested PC data is now ready to be uploaded.
Please toggle to your file transfer program and specify to transfer the following file. The AS/400 file and empty member have already been created. On your transfer request, specify to replace the member.
From PC or IFS: File name: c:\gqcims\test\absences.txt
To AS/400: Library name: ADDONSTU aka
File name: PAOS595 library/file(member)
Member name: TEST ADDONSTU/PAOS595(TEST)
After your file transfer program has run, toggle back to this screen and press Enter to continue.
MA b 01/001

When the screen above is displayed, your *Client Access Data Transfer Definition* should be opened and run. We supply a *default transfer definition* (in folder GQCIMS) named: **Attendance Transfer Definition – Default.dtt**

You'll need to modify the default file to match your AS/400 system name and the library/file(member) value specified on the above screen. After modifications, use **Save As** to create and name your own permanent transfer definition. The definition should look similar to the following:



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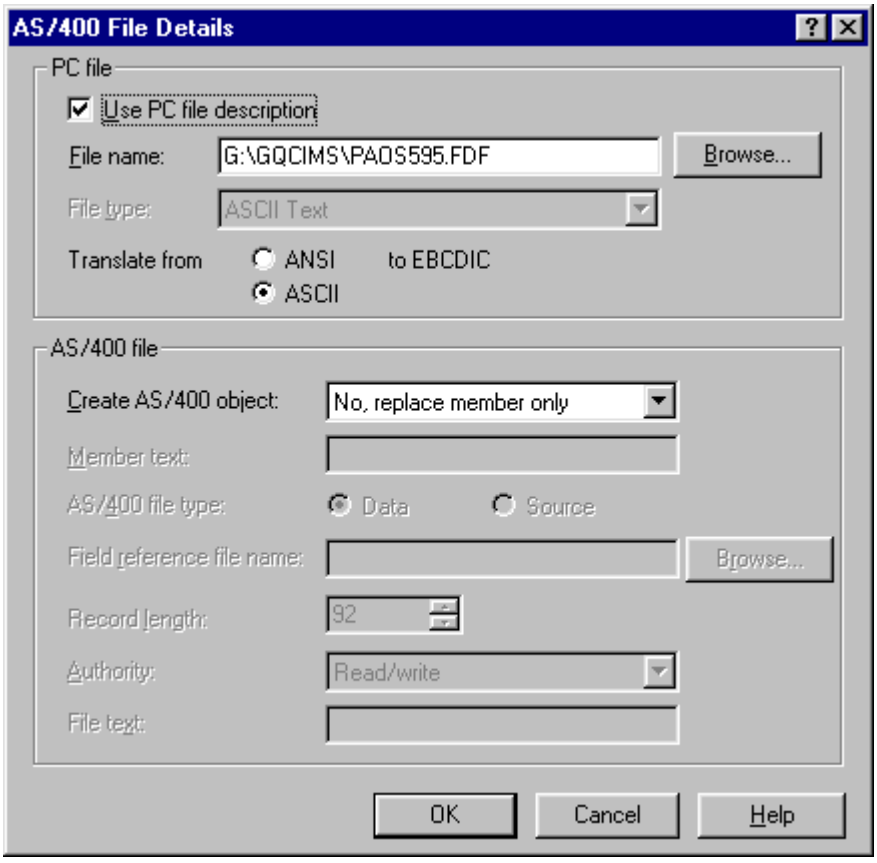
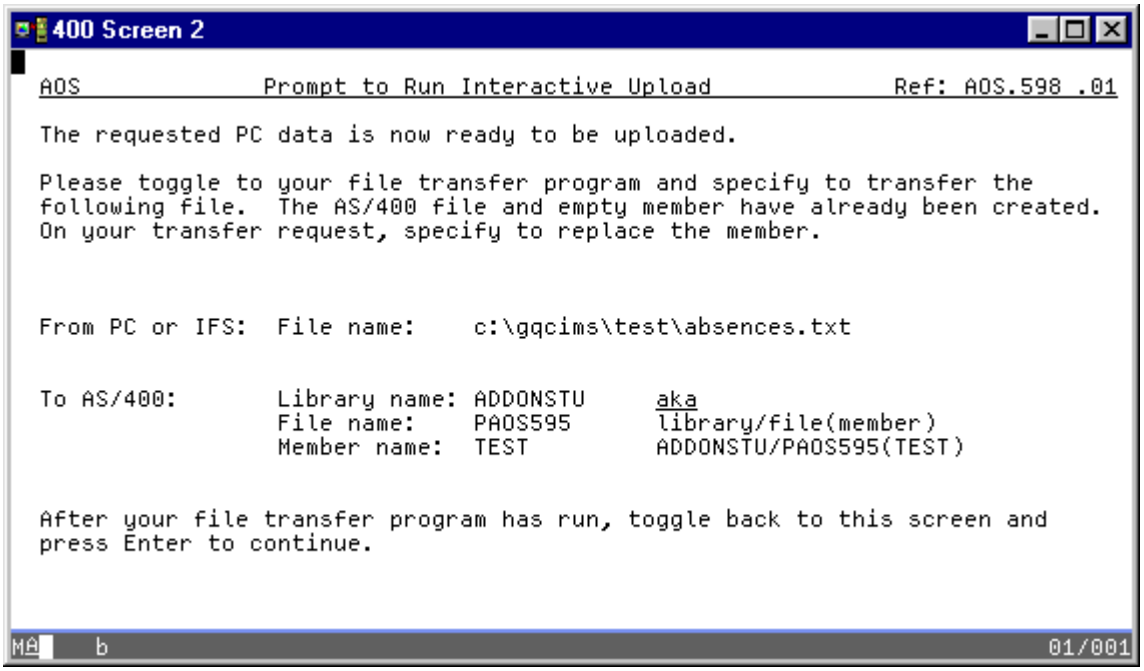


Use FTP to Upload Attendance

When you *manually upload* attendance using menu item AOS.548 on menu AOS600, the following is shown:


400 Screen 2
AOS Prompt to Run Interactive Upload Ref: AOS.598 .01
The requested PC data is now ready to be uploaded.
Please toggle to your file transfer program and specify to transfer the
following file. The AS/400 file and empty member have already been created.
On your transfer request, specify to replace the member.
From PC or IFS: File name: c:\gqcims\test\absences.txt
To AS/400: Library name: ADDONSTU aka
File name: PAOS595 library/file(member)
Member name: TEST ADDONSTU/PAOS595(TEST)
After your file transfer program has run, toggle back to this screen and
press Enter to continue.
MA b
01/001

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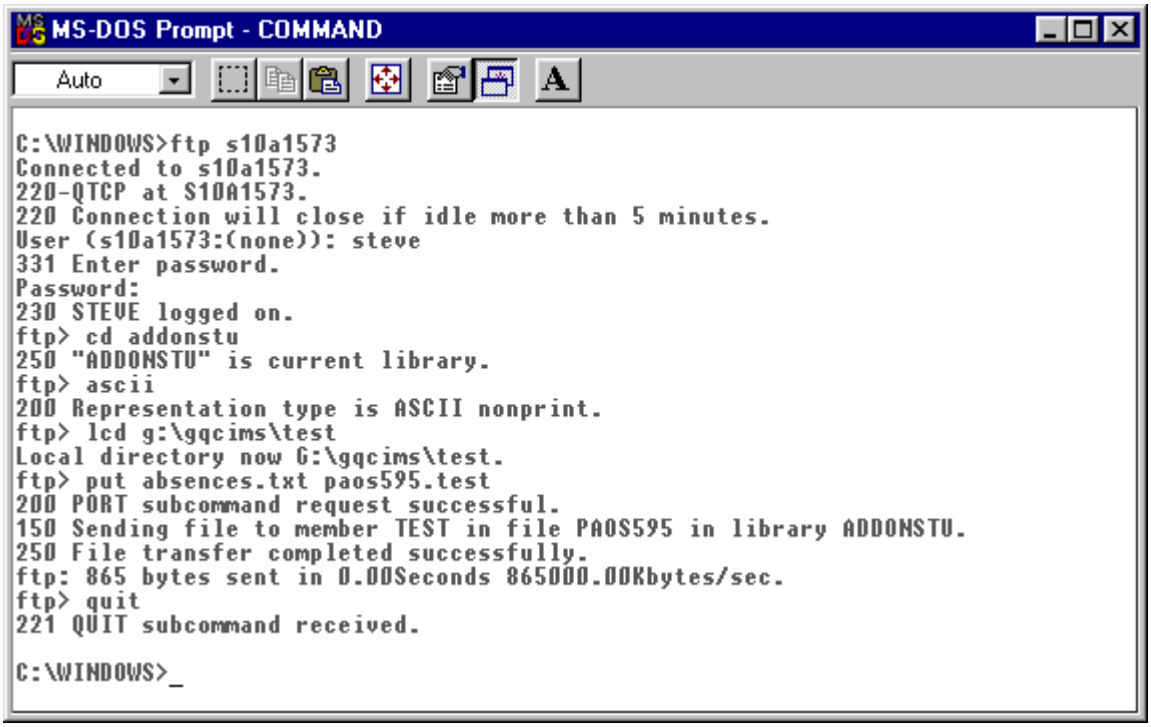
When the screen above is displayed, your FTP program should be opened and run. For example, something similar to the following could be typed at a Windows DOS/command prompt:


MS-DOS Prompt - COMMAND
Auto
C:\WINDOWS>ftp s10a1573
Connected to s10a1573.
220-QTCP at S10A1573.
220 Connection will close if idle more than 5 minutes.
User (s10a1573:(none)): steve
331 Enter password.
Password:
230 STEVE logged on.
ftp> cd addonstu
250 "ADDONSTU" is current library.
ftp> ascii
200 Representation type is ASCII nonprint.
ftp> lcd g:\gqcims\test
Local directory now G:\gqcims\test.
ftp> put absences.txt paos595.test
200 PORT subcommand request successful.
150 Sending file to member TEST in file PAOS595 in library ADDONSTU.
250 File transfer completed successfully.
ftp: 865 bytes sent in 0.00Seconds 865000.00Kbytes/sec.
ftp> quit
221 QUIT subcommand received.
C:\WINDOWS>_

Alternatively, an FTP script file could be used for doing the above steps without re-typing commands every time. Such a sample script file has been provided (in folder GQCIMS); its name is: **ftp-script-sample-attendance.txt**

You'll need to copy and adjust the sample FTP script to modify things like: *User ID, Password, file name, member name, target path/file, etc.* ***Caution***: Use a low-powered AS/400 User ID for doing file transfers – maybe one with rights to access only the necessary files and nothing else.

Following is the command that can be typed into a DOS/command prompt (or the Windows *Start* > *Run* > *Open* field) – or placed in a desktop shortcut -- to run FTP to process the sample script file. This command should be started from the folder that contains the **ftp-script-sample-attendance.txt** file.

ftp –n –s:ftp-script-sample-attendance.txt s10a1573 (where **s10a1573** is your AS/400 system)

LEGACY TASK TROUBLE-SHOOTING

Trouble-shooting information is provided for 4 processes: Manual Downloading of Rosters, Unattended Downloading of Rosters, Uploading/Posting Grades, and Uploading/Posting Absences. Go to the appropriate process to see a sequential list of steps/techniques that can be used to find and solve the problem. Some steps may require more authorization than you have. Ask your AS/400 and/or network administrators for assistance.

Manual Downloading of Rosters

1. On the AS/400 run menu item AOS.557 (on menu AOS600). For an existing download definition, verify that the Processing option on screen ref. AOS.558P.04 is set to 4.

2. Run the download for that definition (option R on screen ref. AOS.557P.01).

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3. When screen ref. AOS.597.01 is displayed, the data has been prepared on the AS/400. Write down the AS/400 library name, file name, and member name.

4. Go to an AS/400 command line on another workstation or display session, leaving screen AOS.597.01 open on the current display.

5. Key the following command at the AS/400 command prompt, replacing the library, file, and member names with what you wrote down in Step 3.

   DSPPFM FILE(library-name/file-name) MBR(member-name)

6. After pressing Enter, a list of all teachers' rosters should be displayed, sorted by Teacher ID. You can use the Find field at the top of the screen to find a particular teacher, course, student, etc. Each roster begins with a line that states "Teacher:" and ends with a line that states "end". Students enrolled in the roster are listed on lines between these ones. You can use the function keys shown at the bottom of the screen to move around. Press F1 for help. Use the Control field at the top of the screen to further explore the file (see the help for usage).

7. After reviewing the file contents and taking note of anything unusual, press F3.

8. If courses for the wrong term are listed, verify Term option on screen ref. AOS.558P.02 (item AOS.557 on menu AOS600).

9. If the list of teachers is incorrect, partial, or excluding some courses; verify Teacher option on screen ref. AOS.558P.01. Also verify the Include/omit course numbers…, Include/omit teacher Ids, and Optional "course group" to include… fields on screen AOS.558P.02.

10. If a particular student doesn't appear within a particular roster, start the Course Requests program to investigate (item SCH.410 on menu SMS600). Do a lookup, but on screen ref. SCH.410.01 specify a "Y" for Include dropped courses? and Maintain ADD/DROP dates?. Students added *after* today's date won't be placed in the roster. Students dropped *on or before* today's date won't be placed in the roster. An unscheduled request will not be included. Also use the Basic Student Information program (item STU.301 on menu SMS400) to verify the student's current district and school matches those used when running AOS.557. In addition, review the Include students enrolled at other schools… option on screen ref. AOS.558P.01.

11. Return to the workstation/display that shows screen ref. AOS.597.01 (referred to in Step 4).

12. Open the data transfer request for downloading rosters. This should have been prepared by following the steps in section *Legacy Tasks > Downloading Rosters > Using Client Access to Download Rosters*.

    For more information on the transfer definition file and FDF files supplied, see the section *PC Files Used by the Interface > Data Files*.

13. Verify the following regarding the data transfer:

    a. The transfer "direction" should be FROM the AS/400 TO the PC.

    b. The AS/400 file name is correct, usually in the format: library-name/file-name(member-name) Example: ADDONSTU/PAOS595(HHS) This value should match what is shown on screen ref. AOS.597.01.

    c. Write down the name of the PC output file (example: G:\GQCIMS\ROSTERS.TXT).

    d. For remaining steps, click the Details button (if using Client Access).

    e. The overwrite existing file option should be selected.

    f. Type of file should be ASCII text.

    g. EBCDIC should be translated to ASCII.

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14. Run the Data Transfer.

15. After the transfer has finished, open the newly created file (example: G:\GQCIMS\ROSTERS.TXT) with Wordpad. It should look identical to the file viewed on the AS/400 in Step 6. If something's wrong, review Steps 12-14.

16. If you're still having problems, and you're trying to create the ROSTERS.TXT file on a network folder, be sure you have the necessary rights (Read, Write, Update, and Delete) on the server. Also verify that your network drive mapping is correct.

17. Verify the target rosters directory, as known to GradeQuick, by running GradeQuick and clicking Options, System Information. Make a note of the Auto Import Directory. This is where rosters should be placed in a subsequent step.

18. Exit GradeQuick.

19. Start the *Send Rosters to GradeQuick* program (in the Jackson SchoolCom program folder – a.k.a. SendRosters.exe in the \GQCIMS folder).

20. Verify the Name of the consolidated rosters file from CIMS is the same as the file specified in Step 13c.

21. Verify the Drive and path containing GradeQuick and Site Manager.

22. Click the Run button.

23. Verify the "modified date and time" of the file specified in Step 13c. (To do so, right-click the file in My Computer or Windows Explorer and click Properties.) The modified date/time should be quite current.

24. Do the same check on the "modified date and time" of a few roster files that were created in the auto import directory noted in Step 17. The modified date/time should also be quite current.

Unattended Downloading of Rosters

1. Make sure manual downloading works. See the trouble-shooting steps for that section (above).

2. On the AS/400 run menu item AOS.557 (on menu AOS600). Change an existing download definition, and proceed through the screens until screen ref. AOS.558P.05 is shown.

3. Make sure a "Y" is specified for Activate unattended downloads?

4. Make sure the correct Days and Times are marked. When trouble-shooting, set it to run once – during the day – so you can watch it run.

5. Write down whether you are using Processing Option 2 (RUNRMTCMD with Incoming Remote Command) or Processing Option 1 (Windows Interface Timer).

6. If Incoming Remote Command (processing option 2) is being used, verify the two commands on the bottom of screen ref. AOS.558P.05. Both should contain a RUNRMTCMD command, but with different options. The Command to Download should reference a batch/command-line-version of a Data Transfer program (RTOPCB.EXE in Client Access) and your Data Transfer definition for downloading rosters (see trouble-shooting Step 12 in the *Manual Downloading of Rosters* section – above). The Command to Send Downloaded Data should reference the *Send Rosters to GradeQuick* program (SendRosters.exe) and the settings file used by that program (example: "Send Rosters Settings for WHS.srs"). For more information see section *Legacy Tasks > Downloading Rosters > Use RUNRMTCMD for Unattended Roster Downloading/Sending*.

7. If Windows Interface Timer (processing option 1) is being used, the two commands on the bottom of screen ref. AOS.558P.05 should be blank or non-visible.

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8. On the AS/400 run menu item AOS.562 (on menu AOS600). Verify the Status is "RUNNING – WAITING." If not, make sure field values have been specified, and press F8 to start the job.

9. At times, the Status field has been known to contain an invalid value (because of an abnormal job termination, for example). This can be corrected by starting the job externally, which changes the status to "RUNNING – WAITING." If you then need to terminate the job, you'll be able to do so. To start the job externally, key the following command at an AS/400 command prompt:

   CALL PGM(ADDONSTU/AOS562SC)

10. Verify that the BCS_TIMER job is running in the specified subsystem. Do so by going to an AS/400 command prompt and entering the following command for the subsystem that the jobq you specified on screen ref. AOS.562.01 feeds:

    WRKSBSJOB subsystem-name

11. Make sure the jobq and subsystem running BCS_TIMER can support multiple concurrent jobs. For more information see section *Download Student Rosters/Demograhics from CIMS to GradeQuick > Setup Unattended Download – AS/400 and PC > AS/400 Setup*.

12. If Windows Interface Timer is being used, **skip ahead to Step 16**.

13. Make sure the Incoming Remote Command daemon (program CWBRXD) is running on the PC on which the Manual Roster Downloads was successfully run. See section *Legacy Tasks > Downloading Rosters > Use RUNRMTCMD for Unattended Roster Downloading/Sending*.

14. You should be able to view/monitor the CWBRXD window on the PC by clicking the appropriate button on the taskbar. This window should display any activity and/or error messages. Normally, some time is spent performing each independent step: the Data Transfer and the Send Rosters.

15. If Incoming Remote Command is being used, **skip ahead to Step 21**.

16. Make sure the Interface Timer (InterfaceTimer.exe) is running on the PC on which the Manual Roster Downloads was successfully run. Make sure the timer is actually running; in that case, the Stop Timer button is the only one displayed. See section *Legacy Tasks > Downloading Rosters > Use InterfaceTimer.exe for Unattended Roster Downloading/Sending*.

17. On the Interface Timer screen, make sure Command 1 references a batch/command-line-version of a Data Transfer program (RTOPCB.EXE in Client Access). Make sure Parameters for Command 1 references your Data Transfer definition for downloading rosters (see trouble-shooting Step 12 in the *Manual Downloading of Rosters* section – above).

18. Make sure Command 2 references the *Send Rosters to GradeQuick* program (SendRosters.exe). Make sure Parameters for Command 2 references the settings file used by that program (example: "Send Rosters Settings for WHS.srs").

19. We suggest selecting Show windows when running during the trouble-shooting. Make sure the schedule is set to a time *after* the AS/400 has done its part.

20. The Interface Timer should independently pop-up 2 windows that you can watch – one for the Data Transfer and one for the Send Rosters. Each window could potentially show error messages. Normally, some time is spent performing each independent step: the Data Transfer and the Send Rosters.

21. If the Data Transfer step completes too quickly, there is probably a problem with the command used to download.

22. If the Data Transfer step pops up an AS/400 user/password window, password caching may not be enabled on the PC. Open the Password settings in the Control Panel and click the Client Access tab. Windows 95 password caching should be enabled. The Enable caching of AS/400 passwords should be checked. If Windows 95 password caching is disabled, have your network administrator fix the problem, which is related to the registry and/or policies.

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23. Follow trouble-shooting Steps 23 and 24 of the Manual Downloading of Rosters to verify that the appropriate files were updated.

Uploading/Posting Grades

1. Make sure the date and time are correctly set on each PC that is involved with GradeQuick, including those of teachers and office staff. It is recommended that the date/time of each PC be synchronized with a server during logon processing (by using the NET TIME command, for example, in an NT Server login script).

2. Make sure the *GradeQuick* System Information field called Grade Export Extension has a value of GQE. Verify this by signing into *GradeQuick* as administrator (AdminW) and clicking on these menu items: Options / System Information. If the field is incorrect, change it, check Save system information on exit and click OK; have teachers send/export again.

3. When running the PC program *Collect Grades from GradeQuick* keep in mind that the user needs to have Read rights to each folder listed in the *Set Directory Paths* area of Site Manager.

4. When running *Collect Grades from GradeQuick* if the process just hangs/locks at a particular teacher, review the files in his/her folder having an extension GQE. It is possible that a file of another type, totally unrelated to GradeQuick, inadvertently has an extension of GQE. See Step 7 to see how to review GQE files.

5. Also verify that all drive letters referenced in the *Set Directory Paths* area are indeed mapped correctly at the workstation running the collection.

6. After running the *Collect Grades from GradeQuick* program, browse (using Wordpad) the file that is created – which is typically named GRADES.TXT and usually stored in the \GQCIMS folder. The first 3 records should be informational, and the fourth record should contain an Export Chart. All other records should contain comma-delimited, quoted fields. You can use the Find function to locate a particular teacher, student, course#, etc.

7. If a teacher is not included for some reason, verify that he/she has exported by reviewing files with the extension GQE in the Grade Export Directory. If GQE files exist, you can display their contents by opening them with Notepad – or by using the new *ExportViewer* program. All records should contain comma-delimited, quoted fields. If a teacher used the File / Export menu item instead of the File / Send menu item, data will be in the wrong format. Also check the "modified date/time" of each GQE file by showing the file's properties using My Computer or Windows Explorer to see how recently the teacher exported.

8. Verify the cut-off date used on the *Collect Grades from GradeQuick* program. If a teacher's GQE file has a modified date *prior* to the cut-off date, it won't be collected.

9. The upload process, which is done after collecting, places an exact copy of the GRADES.TXT file into AS/400 file PAOS595 in library ADDONSTU. You can verify its contents as described in the next steps.

10. After verifying that the GRADES.TXT file is OK, run AS/400 menu item AOS.542 (on menu AOS600). Temporarily change a process to use Processing option 2 if not already set that way (screen ref. AOS.543P.05).

11. Run the process. When screen ref. AOS.598.01 is displayed, leave it up.

12. Open the data transfer request for uploading grades. This should have been prepared by following the steps in section *Legacy Tasks > Uploading Grades > Use Client Access to Upload Grades*.

    For more information on the transfer definition file and FDF files supplied, see section *PC Files Used by the Interface > Data Files*.

13. Verify the following regarding the data transfer:

    a. The transfer "direction" should be FROM the PC TO the AS/400.

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b. The PC file name should be the same as specified in field Name of grades file to create… in the *Collect Grades from GradeQuick* program (example: G:\GQCIMS\GRADES.TXT)

c. The AS/400 file name is correct, usually in the format: library-name/file-name(member-name) Example: ADDONSTU/PAOS595(STEVE) This value should match what is shown on screen ref. AOS.598.01.

d. For remaining steps, click the Details button (if using Client Access).

e. The Use PC file description option should be checked.

f. The FDF file name should be PAOS595.FDF or GRADES.FDF (found in the \GQCIMS folder).

g. The translate from field should specify ASCII.

h. The Create AS/400 object field should be "No, replace member only."

14. Run the Data Transfer.

15. Close the Data Transfer program.

16. Go to an AS/400 command line on another workstation or display session, leaving screen AOS.598.01 open on the current AS/400 display.

17. Key the following command at the AS/400 command prompt, replacing the library, file, and member names with what was specified on screen AOS.598.01.

    DSPPFM FILE(library-name/file-name) MBR(member-name)

18. After pressing Enter, the contents of the file will be displayed. The contents should match what was seen earlier when viewing the GRADES.TXT file on the PC. You can use the function keys shown at the bottom of the screen to move around. Press F1 for help. Use the Control field at the top of the screen to further explore the file, if desired (see the help for usage).

19. After reviewing the file contents and taking note of anything unusual, press F3.

20. If the file contents are not OK, review the Data Transfer steps above.

21. If the file contents are OK, return to the AS/400 display showing screen ref. AOS.598.01 and continue the process by pressing Enter and going through the remaining screens.

22. Review the errors report that is produced by the AS/400 posting job to see if there are any errors.

Uploading/Posting Absences

1. Make sure the date and time are correctly set on each PC that is involved with GradeQuick, including those of teachers and office staff. It is recommended that the date/time of each PC be synchronized with a server during logon processing (by using the NET TIME command, for example, in an NT Server login script).

2. Make sure the *GradeQuick* System Information field called Attendance Export Extension has a value of GQA (or "AM,PM" if taking morning/afternoon attendance). Verify this by signing into *GradeQuick* as administrator (AdminW) and clicking on these menu items: Options / System Information. If the field is incorrect, change it, check Save system information on exit and click OK; have teachers send/export again.

3. When running the PC program *Collect Absences from GradeQuick* keep in mind that the user needs to have Read rights to each folder listed in the *Set Directory Paths* area of Site Manager.

4. When running *Collect Absences from GradeQuick* if the process just hangs/locks at a particular teacher, review the files in his/her folder having an extension GQA or AM or PM. It is possible that a file of another type, totally

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unrelated to GradeQuick, inadvertently has an extension of GQA or AM or PM. See Step 7 to see how to review GQA or AM or PM files.

5. Also verify that all drive letters referenced in the *Set Directory Paths* area are indeed mapped correctly at the workstation running the collection.

6. After running the *Collect Absences from GradeQuick* program, browse (using Wordpad) the file that is created – which is typically named ABSENCES.TXT and usually stored in the \GQCIMS folder. The first record should contain an Export Chart. Most other records should contain comma-delimited, quoted fields (except some records only contain a date, all by itself). You can use the Find function to locate a particular teacher, student#, course#, etc.

7. If a teacher is not included for some reason, verify that he/she has exported by reviewing files with the extension GQA or AM or PM in the Attendance Export Directory. If GQA or AM or PM files exist, you can display their contents by opening them with Notepad – or by using the new *ExportViewer* program. Records should contain comma-delimited, quoted fields. Also check the "modified date/time" of each GQA or AM or PM file by showing the file's properties using My Computer or Windows Explorer to see how recently the teacher exported.

8. Verify the cut-off date used on the *Collect Absences from GradeQuick* program. If a teacher's GQA file has a modified date *prior* to the cut-off date, it won't be collected.

9. The upload process, which is done after collecting, places an exact copy of the ABSENCES.TXT file into AS/400 file PAOS595 in library ADDONSTU. You can verify its contents as described in the next steps.

10. After verifying that the ABSENCES.TXT file is OK, run AS/400 menu item AOS.548 (on menu AOS600). Temporarily use Processing option 2 if not already set that way (screen ref. AOS.548P.01).

11. Run the process. When screen ref. AOS.598.01 is displayed, leave it up.

12. Open the data transfer request for uploading absences. This should have been prepared by following the steps in section *Legacy Tasks > Uploading Attendance > Use Client Access to Upload Attendance*.

    For more information on the transfer definition file and FDF files supplied, see section *PC Files Used by the Interface > Data Files*.

13. Verify the following regarding the data transfer:

    a. The transfer "direction" should be FROM the PC TO the AS/400.

    b. The PC file name should be the same as specified in field Name of absences file to create… in the *Collect Absences from GradeQuick* program (example: G:\GQCIMS\ABSENCES.TXT)

    c. The AS/400 file name is correct, usually in the format: library-name/file-name(member-name) Example: ADDONSTU/PAOS595(STEVE) This value should match what is shown on screen ref. AOS.598.01.

    d. For remaining steps, click the Details button (if using Client Access).

    e. The Use PC file description option should be checked.

    f. The FDF file name should be PAOS595.FDF or ABSENCES.FDF (found in folder \GQCIMS).

    g. The translate from field should specify ASCII.

    h. The Create AS/400 object field should be "No, replace member only."

14. Run the Data Transfer.

15. Close the Data Transfer program.

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16. Go to an AS/400 command line on another workstation or display session, leaving screen AOS.598.01 open on the current AS/400 display.

17. Key the following command at the AS/400 command prompt, replacing the library, file, and member names with what was specified on screen AOS.598.01.

    DSPPFM FILE(library-name/file-name) MBR(member-name)

18. After pressing Enter, the contents of the file will be displayed. The contents should match what was seen earlier when viewing the ABSENCES.TXT file on the PC. You can use the function keys shown at the bottom of the screen to move around. Press F1 for help. Use the Control field at the top of the screen to further explore the file, if desired (see the help for usage).

19. After reviewing the file contents and taking note of anything unusual, press F3.

20. If the file contents are not OK, review the Data Transfer steps above.

21. If the file contents are OK, return to the AS/400 display showing screen ref. AOS.598.01 and continue the process by pressing Enter and going through the remaining screens.

22. Review the errors report that is produced by the AS/400 posting job to see if there are any errors.

Chapter 10. PC Files Used by the Interface

This section is provided for reference. The name and purpose of each file/type is given.

PROGRAM FILES

File Name	Purpose
SendRosters.exe	Splits and distributes downloaded CIMS roster data to the GradeQuick rosters folder. Also creates/refreshes a *School Note Library* definition file, the dynamic auto-import file, and files to allow pull-down selection of Class Ids when creating new gradebook files.
CollectGrades.exe	Collects and combines exported teacher grade files into one file for uploading to CIMS; reports who hasn't exported.
CollectAbsences.exe	Collects and combines exported teacher attendance files into one file for uploading to CIMS; reports who hasn't exported.
InterfaceTimer.exe	This *legacy* timer program downloads and distributes CIMS rosters on an unattended basis; it is an alternative to the "IFS-NetServer-Windows Task Scheduler" solution.
ExportViewer.exe	Allows a technical person to view exported grade and attendance files in an easy-to-read columnar format.

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DATA FILES

File Name, Extension, or Type	Purpose
YY-YY-CCCCCC-SSS	Individual class roster files in the GradeQuick rosters directory. Files have no extension. File names are also known as *Class Ids*. Example: **02-03-MTH101-004**: school year = 02-03, course# = MTH101, section# = 004
*.GQE	Grades files exported from GradeQuick. File name is *Class ID*
*.GQA	Period-by-period attendance files exported from GradeQuick. File name is *Class ID*
*.AM	Morning attendance files exported from GradeQuick. File name is *Class ID*
*.PM	Afternoon attendance files exported from GradeQuick. File name is *Class ID*
*.cgs , settings.dat	Settings files used by the *CollectGrades.exe* program
*.cas , settinga.dat	Settings files used by the *CollectAbsences.exe* program
*.srs , settingr.dat	Settings files used by the *SendRosters.exe* program
*.its , timerw95.dat	Settings files used by the *InterfaceTimer.exe* program
*.evs	Settings files used by the *ExportViewer.exe* program
CIMS-DDD-SSS.SNL	*School Note Library* file created/refreshed by the *SendRosters.exe* program. DDD = district ID, SSS = school ID
PAOS595.FDF	File Description File used by *Client Access Data Transfer* to upload grades or attendance to the AS/400.
GRADES.FDF	Equivalent to PAOS595.FDF
ABSENCES.FDF	Equivalent to PAOS595.FDF
Rosters Transfer Definition – Default.dtf	Default *Client Access Data Transfer* definition to be used as an example for making a definition for downloading rosters.
Grades Transfer Definition – Default.dtt	Default *Client Access Data Transfer* definition to be used as an example for making a definition for uploading grades.
Attendance Transfer Definition – Default.dtt	Default *Client Access Data Transfer* definition to be used as an example for making a definition for uploading attendance.
ftp-script-sample-rosters.txt	Sample FTP script to be used as an example for downloading rosters.
ftp-script-sample-grades.txt	Sample FTP script to be used as an example for uploading grades.
ftp-script-sample-attendance.txt	Sample FTP script to be used as an example for uploading attendance.

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Chapter 11. Central School Module (optional licensed feature)

OVERVIEW

The Central School Module, purchased separately, provides the following features, which enable GradeQuick to be used effectively at Vocational centers or other schools providing centralized instruction for pupils coming from other area schools:

- Rosters are combined across schools (by common course and section)
- Teachers use combined (multi-school) rosters when working with GradeQuick
- Teachers export grading and attendance data in the normal way
- Collected grading data is initially in combined (multi-school) form. Two options are available for posting to CIMS:
  - Grades can be posted in a single, combined (multi-school) batch run, if all schools share the same CIMS "Client"
  - The collected grades file can be split into per-school files and posted to CIMS per individual school, regardless of whether schools share the same CIMS "Client"
- Collected absences data is initially in combined (multi-school) form. The collected absences file can be split into per-school files and posted to CIMS per individual school, regardless of whether schools share the same CIMS "Client"

How can one copy of GradeQuick at the Central School use rosters from multiple schools? Each "home school" downloads rosters in a normal way, except that:

- Only Central School courses are selected
- Downloaded roster files are placed in a special, centralized folder such as *\GQCIMS\RostersToCombine*

A program is provided for combining all of the rosters in the special folder into a single multi-school ROSTERS.TXT file, regardless of the number of home schools' roster files in the special folder,. The file has the same format as a single school's ROSTERS.TXT file, and thus can be used seamlessly with GradeQuick.

How can the combined (multi-school) file of collected grades be posted to multiple schools in a single run? The GRADES.TXT file that results from a normal collection at the Central School will be a multi-school file. This file can be posted with the new AS/400-side program called *Multi-School Grades Posting from GradeQuick* (item AOS.545 on menu AOS600). This method requires that all schools share the same CIMS "Client." If that is not the case, use the other option (below).

How can the combined (multi-school) file of collected grades be split into per-school files for posting to/by each individual "home school?" A program is provided for splitting the multi-school GRADES.TXT file into per-school files with the name GRADESxxxyyy.TXT (where xxx = district ID, and yyy = school ID). The per-school files have the same format as any other GRADES.TXT file, so they can be used with the normal *GradeQuick Grade Posting Process* (item AOS.542 on menu AOS600).

How can the combined (multi-school) file of collected absences be split into per-school files for posting to/by each individual "home school?" A program is provided for splitting the multi-school ABSENCES.TXT file into per-school files with the name ABSENCESxxxyyy.TXT (where xxx = district ID, and yyy = school ID). The per-school files have the same format as any other ABSENCES.TXT file, so they can be used with the normal *GradeQuick Absence Posting Process* (item AOS.548 on menu AOS600).

Pre-Requisites for Successful Use

Remember this important statement: ***Consistency in defining things across "home schools" is a must!*** What "things" are we talking about?

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- Course numbers for Central School courses
- Section numbers for Central School courses
- The method used to identify a Central School course (can be a pattern/character in a Course number or a Teacher ID)
- Term definitions (same number of scheduling terms per year)
- Grade symbols
- Comment codes
- Grade Titles (at least the ones being posted to)
- Comment Titles (at least the ones being posted to)
- Absence Reason codes (if allowing teachers to indicate GradeQuick attendance codes other than A and T)

SPECIAL GRADEQUICK SETTINGS AND ADJUSTMENTS

GradeQuick settings need to be adjusted to keep track of each student's "home district/school." In general, two things need to be done:

- Two new *Student Information Fields* named *District Code* and *School Code* need to be created.
- Import and export template files need to be overridden

These changes only need to be done for the GradeQuick installation at the Central School.

Create New Student Information Fields

1. Log into GradeQuick as ADMINW.
2. Open the SCHOOL.GBK gradebook file.
3. From the menu choose: *Edit / Student Information*
4. Use one of the buttons at the bottom to either add new field at end or add new field at cursor.
5. The idea is to add two new fields. They must have the following names:
    a. District Code
    b. School Code
6. Click *OK*
7. From the menu choose: *Options / Save Settings*
8. Checkmark *Student Data Field Names* and click *OK*.
9. Save the SCHOOL.GBK gradebook file and exit GradeQuick.
10. If Central School teachers have already created gradebook files, perform the following steps to copy the *District Code* and *School Code* fields to all existing gradebook files:
    a. Start Site Manager
    b. Choose the *Transfer Shared Options* function
    c. For *File to Transfer Data From* choose \GQWIN\SCHOOL.GBK
    d. For *Data to Transfer* choose only *Data Fields*
    e. Click *Save and Quit*. (The next time teachers open their gradebook files, the *District Code* and *School Code* fields will be automatically added.)

Override Import and Export Template Files

The import and export template files that are shipped with GradeQuick need to be overridden with a special set.

Caution: Each time a new version of GradeQuick is installed, you need to re-apply this special set of template files.

OVERRIDE THE ROSTER IMPORT TEMPLATE FILE

1. Start GradeQuick at the Central School and login as ADMINW.
2. From the menu choose: *Options / System Information*

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3. In the *auto import template* field specify: CIMS-AUTO.ITP

OVERRIDE THE WINDOWS VERSION OF THE GRADES EXPORT TEMPLATE FILE

1. Delete the following file from the \GQWIN folder: CIMS.ETP
2. Make a copy of the following file in the \GQWIN folder: CIMS-CSM-WIN.ETP
3. Rename the copy just made to: CIMS.ETP

OVERRIDE THE WINDOWS VERSION OF THE ATTENDANCE EXPORT TEMPLATE FILES

1. Delete the following file from the \GQWIN folder: ADAILY.ETP
2. Make a copy of the following file in the \GQWIN folder: ADAILY-CSM-WINMAC.ETP
3. Rename the copy just made to: ADAILY.ETP

4. Delete the following file from the \GQWIN folder: ADAILYDBL.ETP
5. Make a copy of the following file in the \GQWIN folder: ADAILYDBL-CSM-WINMAC.ETP
6. Rename the copy just made to: ADAILYDBL.ETP

OVERRIDE THE MAC VERSION OF THE GRADES EXPORT TEMPLATE FILE

1. Delete the following file from the GQMAC:GQ SYSTEM folder: CIMS.ETP
2. Make a copy of the following file in the GQMAC:GQ SYSTEM folder: CIMS-CSM-MAC.ETP
3. Rename the copy just made to: CIMS.ETP

OVERRIDE THE MAC VERSION OF THE ATTENDANCE EXPORT TEMPLATE FILES

1. Delete the following file from the GQMAC:GQ SYSTEM folder: ADAILY.ETP
2. Make a copy of the following file in the GQMAC:GQ SYSTEM folder: ADAILY-CSM-WINMAC.ETP
3. Rename the copy just made to: ADAILY.ETP

4. Delete the following file from the GQMAC:GQ SYSTEM folder: ADAILYDBL.ETP
5. Copy the following file in the GQMAC:GQ SYSTEM folder: ADAILYDBL-CSM-WINMAC.ETP
6. Rename the copy just made to: ADAILYDBL.ETP

DOWNLOAD STUDENT ROSTERS/DEMOGRAPHICS FROM CIMS TO GRADEQUICK

Overview

Make sure you have adhered to the "Pre-Requisites for Successful Use" in the previous section.

A new roster download definition, which deals only with Central School courses, will need to be added to the *Roster Downloads to GradeQuick* program (item AOS.557 on menu AOS600) for each "home school." The idea is to download each home school's roster file to a special, centralized folder but with a unique file name per home school.

Since the AS/400 Integrated File System (IFS) is very likely accessible to all home schools and the Central School, we recommend that you use it to store the special, centralized folder. In reality, the centralized folder can be located on any server; the important thing is that all necessary individuals have access to it. If you followed the steps in *Chapter 2 -- Preparing the Integrated File System (IFS)*, then you already have the following folder on your AS/400:

/bcs

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Examples of unique roster file names per home school in a centralized folder on the IFS are:

- /bcs/gqcims/RostersToCombine/rosters_ahs.txt
- /bcs/gqcims/RostersToCombine/rosters_bhs.txt
- /bcs/gqcims/RostersToCombine/rosters_chs.txt
- /bcs/gqcims/RostersToCombine/rosters_dhs.txt

This section describes how to create a group of roster files, combine them into a single ROSTERS.TXT, and send the rosters to GradeQuick for normal use by teachers.

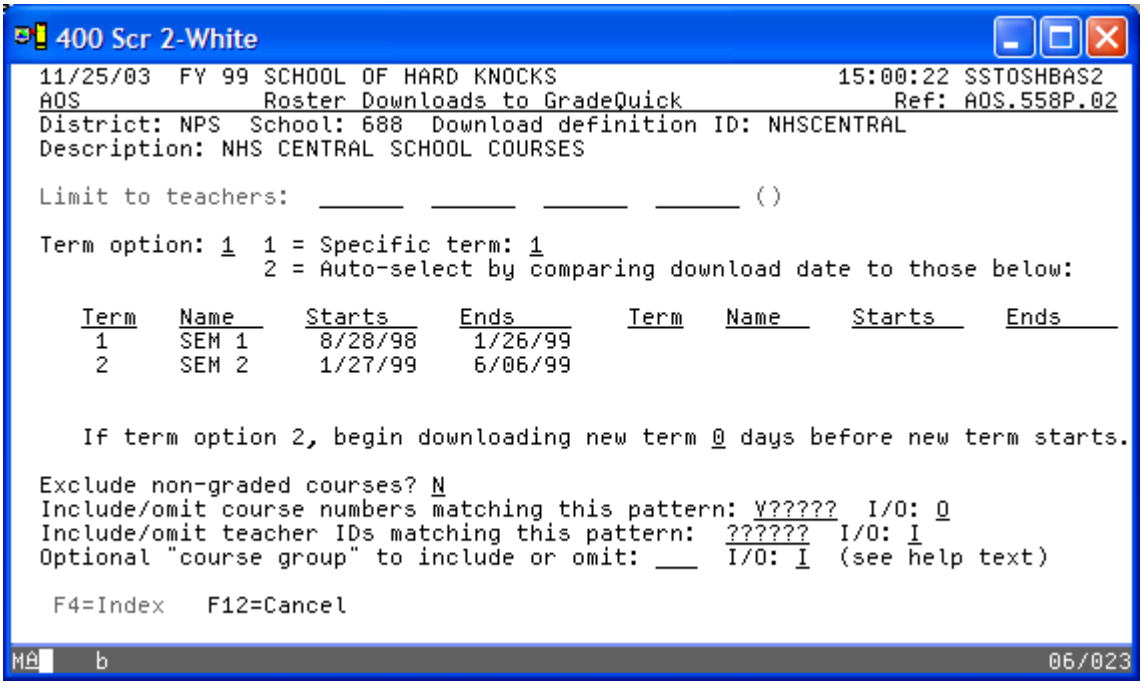
Setup and Run Manual Downloads – AS/400

With minor exceptions, the process is the same as described in Chapter 4, beginning with the *Setup Manual Download – AS/400* section which starts on page 23. The exceptions are:

- On the new download definition, include only Central School courses.
- On the new definition, you must specify to download *District Code* and *School Code*.
- On the new definition, specify a unique rosters file name per home school and set its target location to the special, centralized folder.

Following are pictures of screens in the AOS.557 menu item that are relative to specifying the above exceptions:

Notice in the screen shot below the value **V?????** in the *Include/omit course numbers matching this pattern* field. In this example, the roster download process will only include courses that have the character **V** in the first position of the course number field (vocational courses, in this example). Some districts designate Central School courses by a special pattern/character in the teacher ID field. If that's the case, use the *Include/omit teacher IDs matching this pattern* field.


400 Scr 2-White
11/25/03 FY 99 SCHOOL OF HARD KNOCKS 15:00:22 SSTOSHBAS2
AOS Roster Downloads to GradeQuick Ref: AOS.558P.02
District: NPS School: 688 Download definition ID: NHSCENTRAL
Description: NHS CENTRAL SCHOOL COURSES
Limit to teachers: ( )
Term option: 1 1 = Specific term: 1
2 = Auto-select by comparing download date to those below:
Term Name Starts Ends Term Name Starts Ends
1 SEM 1 8/28/98 1/26/99
2 SEM 2 1/27/99 6/06/99
If term option 2, begin downloading new term 0 days before new term starts.
Exclude non-graded courses? N
Include/omit course numbers matching this pattern: V????? I/O: O
Include/omit teacher IDs matching this pattern: ?????? I/O: I
Optional "course group" to include or omit: ___ I/O: I (see help text)
F4=Index F12=Cancel
MA b 06/023

Notice in the screen shot below that *District Code* and *School Code* are selected. (The order of sequence# selections does NOT matter.)

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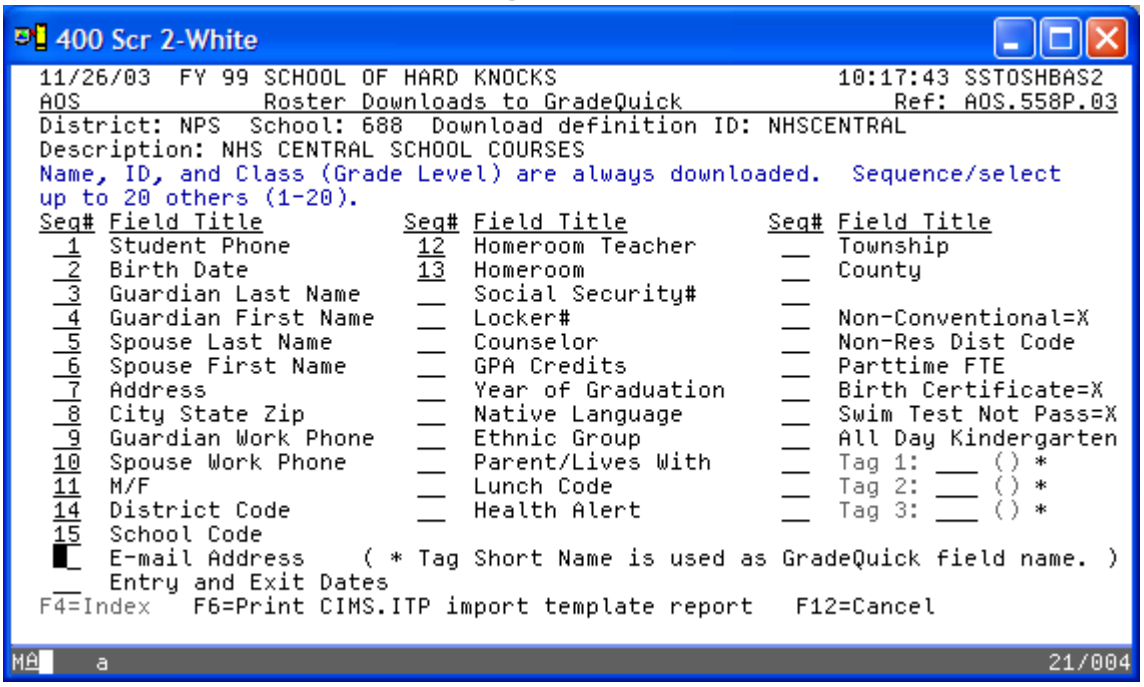
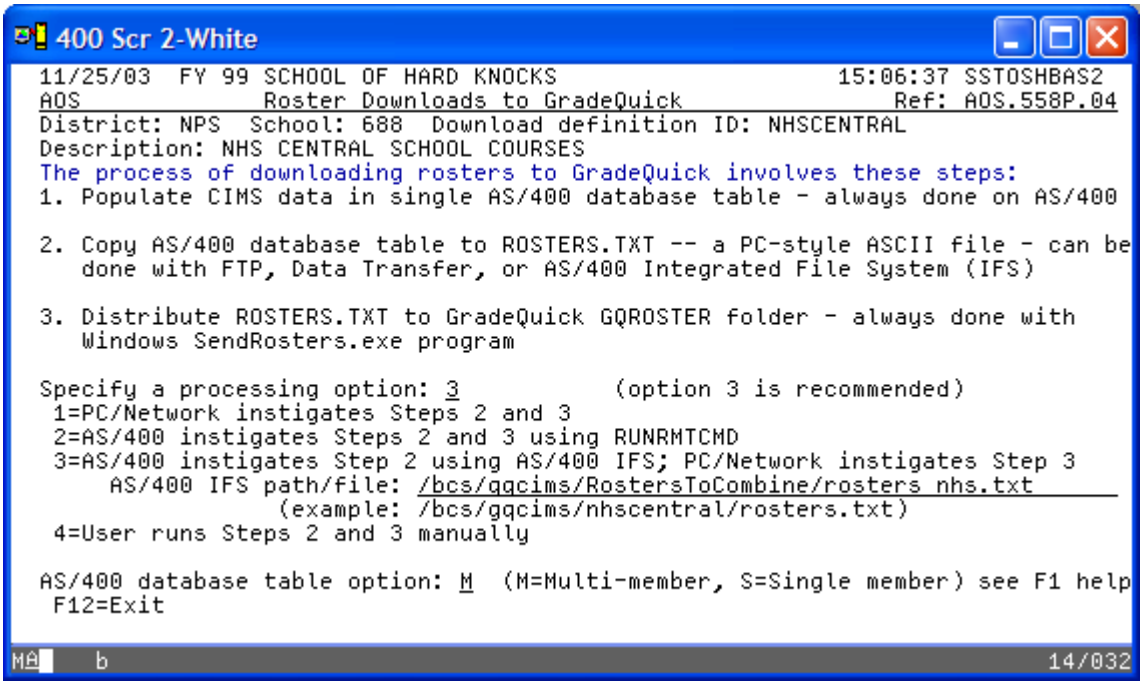

400 Scr 2-White
11/26/03 FY 99 SCHOOL OF HARD KNOCKS 10:17:43 SSTOSHBAS2
AOS Roster Downloads to GradeQuick Ref: AOS.558P.03
District: NPS School: 688 Download definition ID: NHSCENTRAL
Description: NHS CENTRAL SCHOOL COURSES
Name, ID, and Class (Grade Level) are always downloaded. Sequence/select up to 20 others (1-20).
Seq# Field Title Seq# Field Title Seq# Field Title
1 Student Phone 12 Homeroom Teacher __ Township
2 Birth Date 13 Homeroom __ County
3 Guardian Last Name __ Social Security# __
4 Guardian First Name __ Locker# __ Non-Conventional=X
5 Spouse Last Name __ Counselor __ Non-Res Dist Code
6 Spouse First Name __ GPA Credits __ Parttime FTE
7 Address __ Year of Graduation __ Birth Certificate=X
8 City State Zip __ Native Language __ Swim Test Not Pass=X
9 Guardian Work Phone __ Ethnic Group __ All Day Kindergarten
10 Spouse Work Phone __ Parent/Lives With __ Tag 1: ___ ( ) *
11 M/F __ Lunch Code __ Tag 2: ___ ( ) *
14 District Code __ Health Alert __ Tag 3: ___ ( ) *
15 School Code
__ E-mail Address (* Tag Short Name is used as GradeQuick field name.)
__ Entry and Exit Dates
F4=Index F6=Print CIMS.ITP import template report F12=Cancel
MA a 21/004

Notice in the screen shot below the value **/bcs/gqcims/RostersToCombine/rosters_nhs.txt** in the *AS/400 IFS path/file* field.


400 Scr 2-White
11/25/03 FY 99 SCHOOL OF HARD KNOCKS 15:06:37 SSTOSHBAS2
AOS Roster Downloads to GradeQuick Ref: AOS.558P.04
District: NPS School: 688 Download definition ID: NHSCENTRAL
Description: NHS CENTRAL SCHOOL COURSES
The process of downloading rosters to GradeQuick involves these steps:
1. Populate CIMS data in single AS/400 database table - always done on AS/400
2. Copy AS/400 database table to ROSTERS.TXT -- a PC-style ASCII file - can be done with FTP, Data Transfer, or AS/400 Integrated File System (IFS)
3. Distribute ROSTERS.TXT to GradeQuick GQROSTER folder - always done with Windows SendRosters.exe program
Specify a processing option: 3 (option 3 is recommended)
1=PC/Network instigates Steps 2 and 3
2=AS/400 instigates Steps 2 and 3 using RUNRMTCMD
3=AS/400 instigates Step 2 using AS/400 IFS; PC/Network instigates Step 3
AS/400 IFS path/file: /bcs/gqcims/RostersToCombine/rosters_nhs.txt
(example: /bcs/gqcims/nhscentral/rosters.txt)
4=User runs Steps 2 and 3 manually
AS/400 database table option: M (M=Multi-member, S=Single member) see F1 help
F12=Exit
MA b 14/032

After you have defined a Central School roster download definition for each home school, run each of them to get the full set of roster files populated in the **/bcs/gqcims/RostersToCombine** folder.

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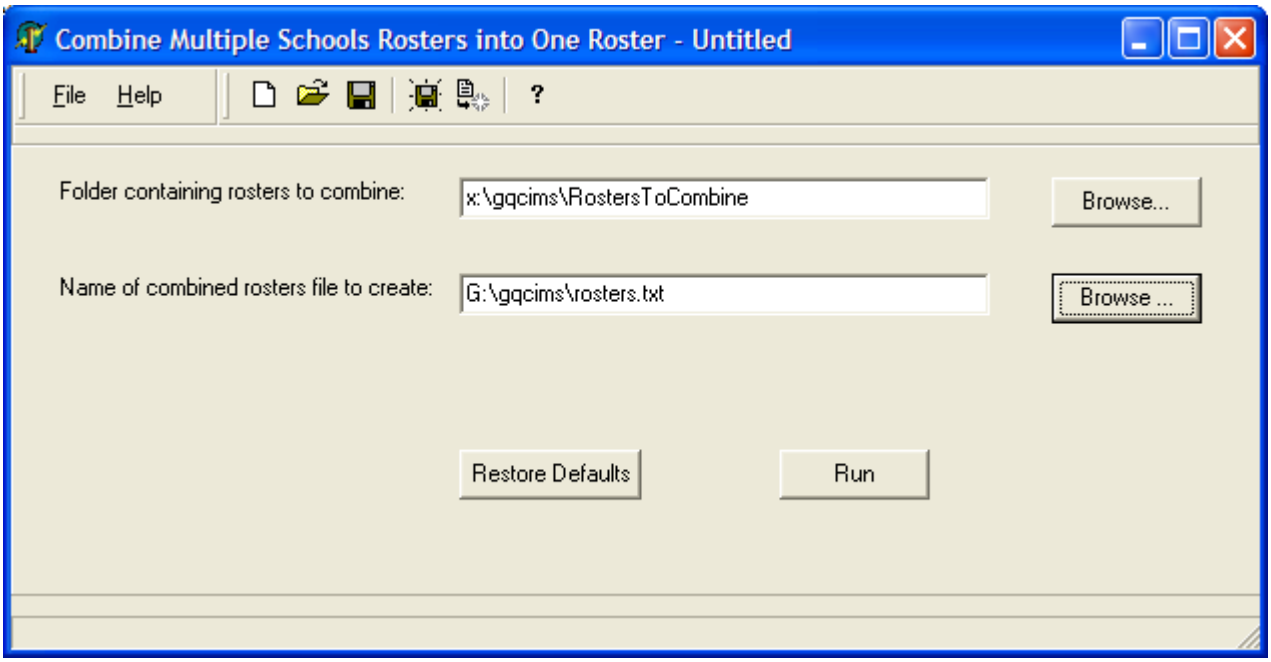
Setup "Combine Rosters" Program – PC

1. Start the *CombineRosters.exe* program in the GQCIMS folder on the network or AS/400 IFS. Set the values similar to those shown below:

Notes

- Field/component-level help text is available by clicking the **?** symbol and then clicking the desired field or component. (Turn off the help pointer by clicking the **?** symbol again.)
- The *Folder containing rosters to combine* should refer to the same folder used for storing per-home school roster files, as indicated in the *AS/400 IFS path/file* entered on screen ref. AOS.558P.04 in the *Roster Downloads to GradeQuick* program (item AOS.557 on menu AOS600).
- The *Name of combined rosters file to create* should contain a drive letter that is mapped to the Central School's installation of GradeQuick.



2. Choose these menu items: *File* > *Save As*

Notes

- Choose an appropriate file name
- Include the Central School's name in the file name to more easily identify it.

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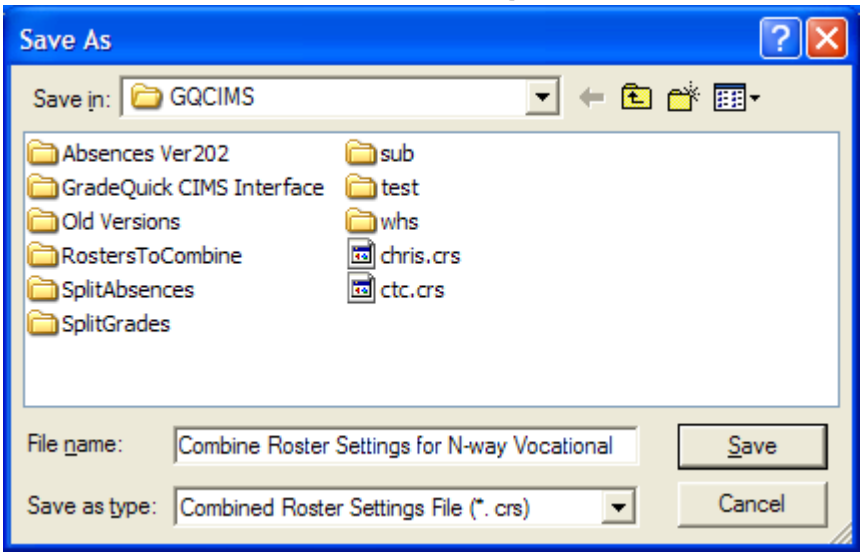
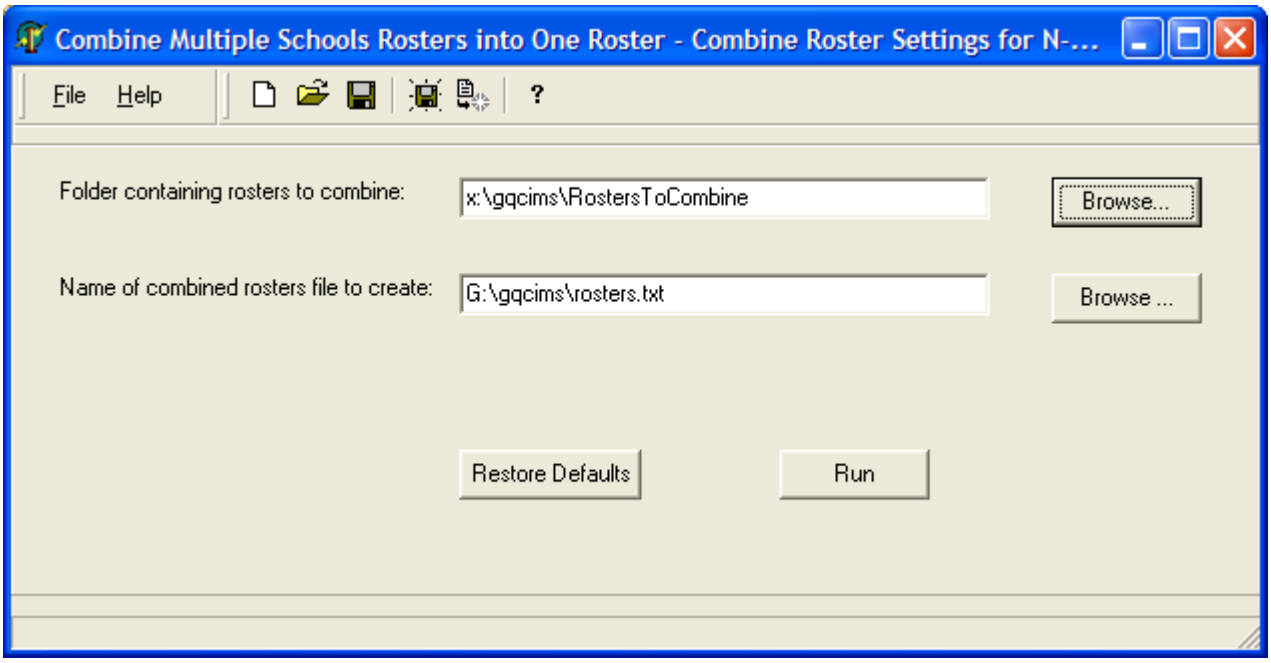


3. Click the *Save* button.
4. Close the program by clicking these menu items: *File* > *Exit*

Run "Combine Rosters" Program – PC

1. Start the *CombineRosters.exe* program in the GQCIMS folder on the network or AS/400 IFS. The settings file you last used should automatically open and be displayed as shown below:



2. Click the *Run* button in the lower right corner.
3. The status bar at the bottom of the screen will display notes and a final statement similar to the following: **Finished. Combined x total records from x roster files**.
4. Close the program by clicking these menu items: *File* > *Exit*

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Setup and Run "Send Rosters" Program – PC

Once a ROSTERS.TXT file has been prepared (previous step), the process of sending it to GradeQuick is the same as that described in Chapter 4 starting with the *Setup "Send Rosters" Program – PC* section on page 31.

Setup Unattended "Combine Rosters" and "Send Rosters" Process – PC

If you've downloaded rosters for a regular school (non-Central School) before, manually or unattended, you may have noticed that there is another step when dealing with a Central School. The extra step is shown in bold below:

1. Use AOS.557 to download rosters to the IFS (in this case to a special, centralized folder)
2. **Use *CombineRosters.exe* to combine multiple rosters into a single ROSTERS.TXT file**
3. Use *SendRosters.exe* to send the ROSTERS.TXT file to GradeQuick

Step 1 can easily be set to run in unattended mode. See Chapter 4, Section *Setup Unattended Download – AS/400 and PC* subsection *AS/400 Setup* on page 33.

Step 3 can easily be set to run in unattended mode as well. See Chapter 4, Section *Setup Unattended Download – AS/400 and PC* subsection *PC Setup* on page 38.

But how do you get both the *CombineRosters.exe* and the *SendRosters.exe* program to be run one after the other on a scheduled basis? The answer is: setup a batch file that runs both of these programs. Then put the batch file in the Windows Task scheduler's *Run* (program to run) field. Make the batch file with a text file editor such as Notepad. Name the batch file something like *CombineAndSend.bat*. The batch file would only have 2 lines in it. Following is an example of the batch file contents:

X:\GQCIMS\CombineRosters.exe autorun "x:\gqcims\Combine Roster Settings for N-way Vocational.crs"

X:\GQCIMS\SendRosters.exe autorun "x:\gqcims\Send Roster Settings for N-way Vocational.srs"

In the Windows Task Scheduler, tell it to run the following command (for example):

X:\GQCIMS\CombineAndSend.bat

UPLOAD/POST GRADES FROM GRADEQUICK TO CIMS

The process of teachers sending grades and of someone at the Central School collecting grades is documented in the following sections of Chapter 6:

- Have Teachers "Send Grades" from GradeQuick – PC
- Setup "Collect Grades" Program – PC
- Run "Collect Grades" Program – PC

Whether you choose to post using a single, multi-school GRADES.TXT file or to post using a split per-school GRADESxxxyyy.TXT file, grades should be sent by Central School teachers and collected by a Central School office staff person by following the bullets shown above. Please refer to those sections for details.

Post Using a Single, Multi-School GRADES.TXT File

1. For a single, "representative" home school, define an AS/400-side Grade Posting process. (Customers typically define one process per report card period.) This "representative posting process" will be used in the next step. *Note: All schools having records in the multi-school GRADES.TXT file will use the one home school's "representative posting process" to indicate which things to post from GradeQuick to CIMS.* Use the instructions found on page 61 in Chapter 6 in the section titled *Setup Grade Posting Process – AS/400*.
2. Choose option 8 from the *GradeQuick Interface* menu on the AS/400, as shown below:

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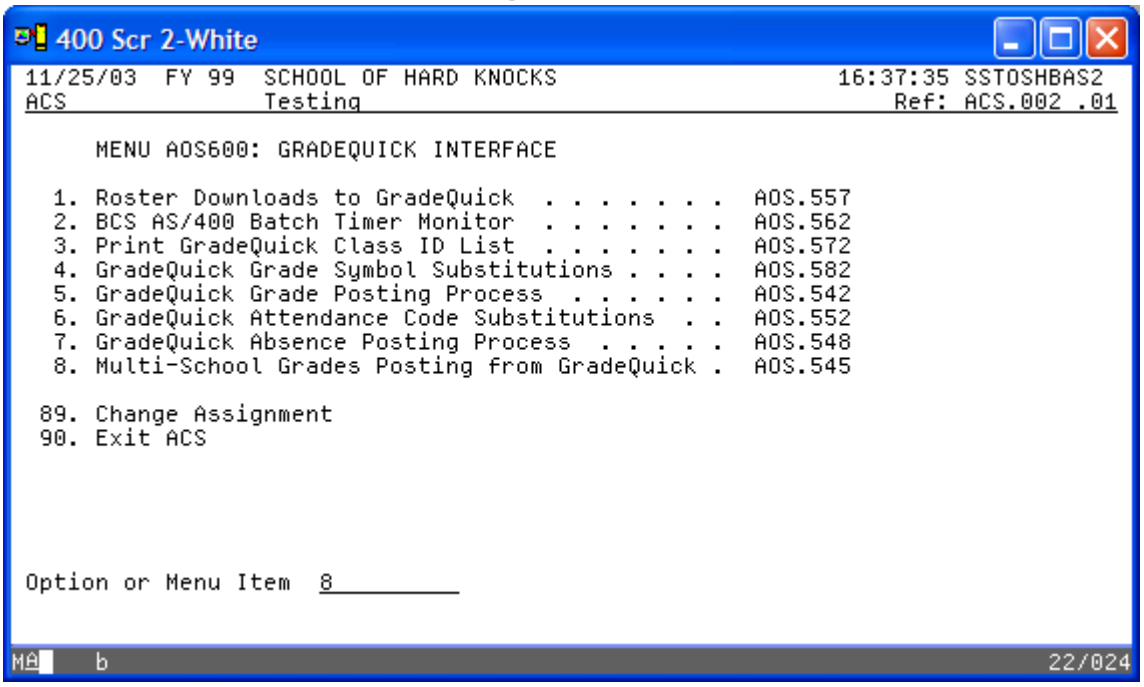
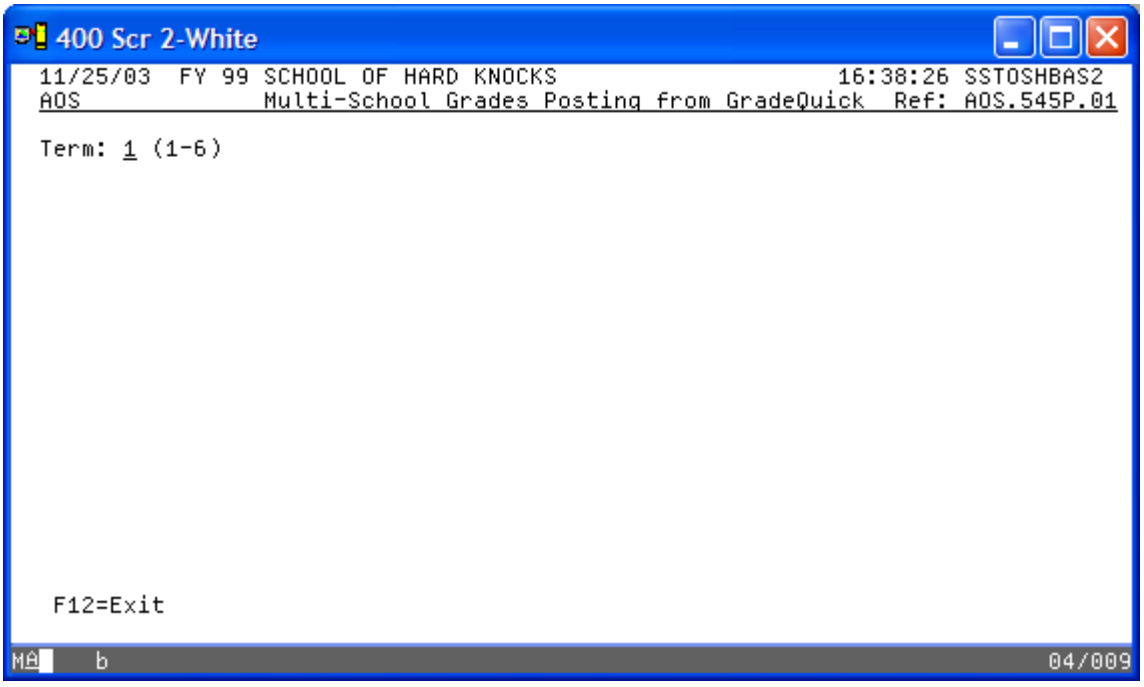

400 Scr 2-White
11/25/03 FY 99 SCHOOL OF HARD KNOCKS 16:37:35 SSTOSHBAS2
ACS Testing Ref: ACS.002 .01
MENU AOS600: GRADEQUICK INTERFACE
1. Roster Downloads to GradeQuick AOS.557
2. BCS AS/400 Batch Timer Monitor AOS.562
3. Print GradeQuick Class ID List AOS.572
4. GradeQuick Grade Symbol Substitutions AOS.582
5. GradeQuick Grade Posting Process AOS.542
6. GradeQuick Attendance Code Substitutions . . AOS.552
7. GradeQuick Absence Posting Process AOS.548
8. Multi-School Grades Posting from GradeQuick . AOS.545
89. Change Assignment
90. Exit ACS
Option or Menu Item 8
MA b 22/024

3. Specify a term, as shown below, and press *Enter*.


400 Scr 2-White
11/25/03 FY 99 SCHOOL OF HARD KNOCKS 16:38:26 SSTOSHBAS2
AOS Multi-School Grades Posting from GradeQuick Ref: AOS.545P.01
Term: 1 (1-6)
F12=Exit
MA b 04/009

4. Specify a representative process as shown below. ***Note: Even though you'll be posting for multiple schools, a single AOS.542 "representative" process needs to be specified. It indicates which grading, comment, and summary absence/tardy fields are to be posted***.

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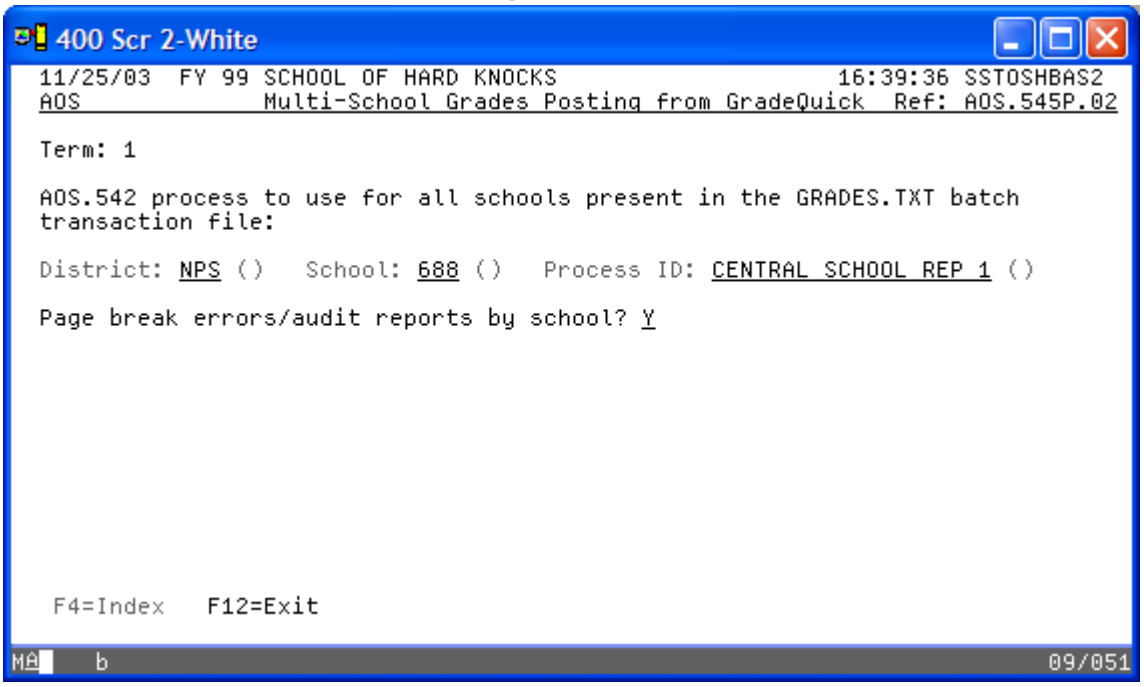
400 Scr 2-White
11/25/03 FY 99 SCHOOL OF HARD KNOCKS 16:39:36 SSTOSHBAS2
AOS Multi-School Grades Posting from GradeQuick Ref: AOS.545P.02
Term: 1
AOS.542 process to use for all schools present in the GRADES.TXT batch transaction file:
District: NPS () School: 688 () Process ID: CENTRAL SCHOOL REP 1 ()
Page break errors/audit reports by school? Y
F4=Index F12=Exit
MA b 09/051

The process will post information for all schools contained in the GRADES.TXT collection file. An error report will always print. If an audit report was requested in the "representative grade posting process" then it will print as well. If page breaking (recommended) is specified on the above screen, the reports will have a clean separation indicating results for each school.

Post Using a Split Per-School GRADESxxxyyy.TXT File

Recall that after grades have been sent and collected at the Central School, the result is a multi-school GRADES.TXT collection file. To create and use the "per-school" GRADESxxxyyy.TXT files (where xxx = district and yyy = school), the GRADES.TXT file must be split using a new program called *SplitGrades.exe*. Once the grades are split into "per-school" files, the normal upload/post grades process is used. That process is described on pages 61 - 69 (*Chapter 6* section *Setup Grade Posting Process – AS/400* through section *Run Grade Posting Process – AS/400*).

The process can either be run in a distributed fashion by staff at each home school, or the Central School staff can run the process on behalf of each home school. In either case, all that is needed is the proper GRADESxxxyyy.TXT file to upload for posting.

Follow the steps below to split a multi-school GRADES.TXT collection file into "per school" GRADESxxxyyy.TXT files:

SETUP "SPLIT GRADES" PROGRAM - PC

1. Start the *SplitGrades.exe* program in the GQCIMS folder on the network or AS/400 IFS. Set the values similar to those shown below:

Notes

- Field/component-level help text is available by clicking the **?** symbol and then clicking the desired field or component. (Turn off the help pointer by clicking the **?** symbol again.)
- The *Folder to put split grades files in* must be created outside of this program.

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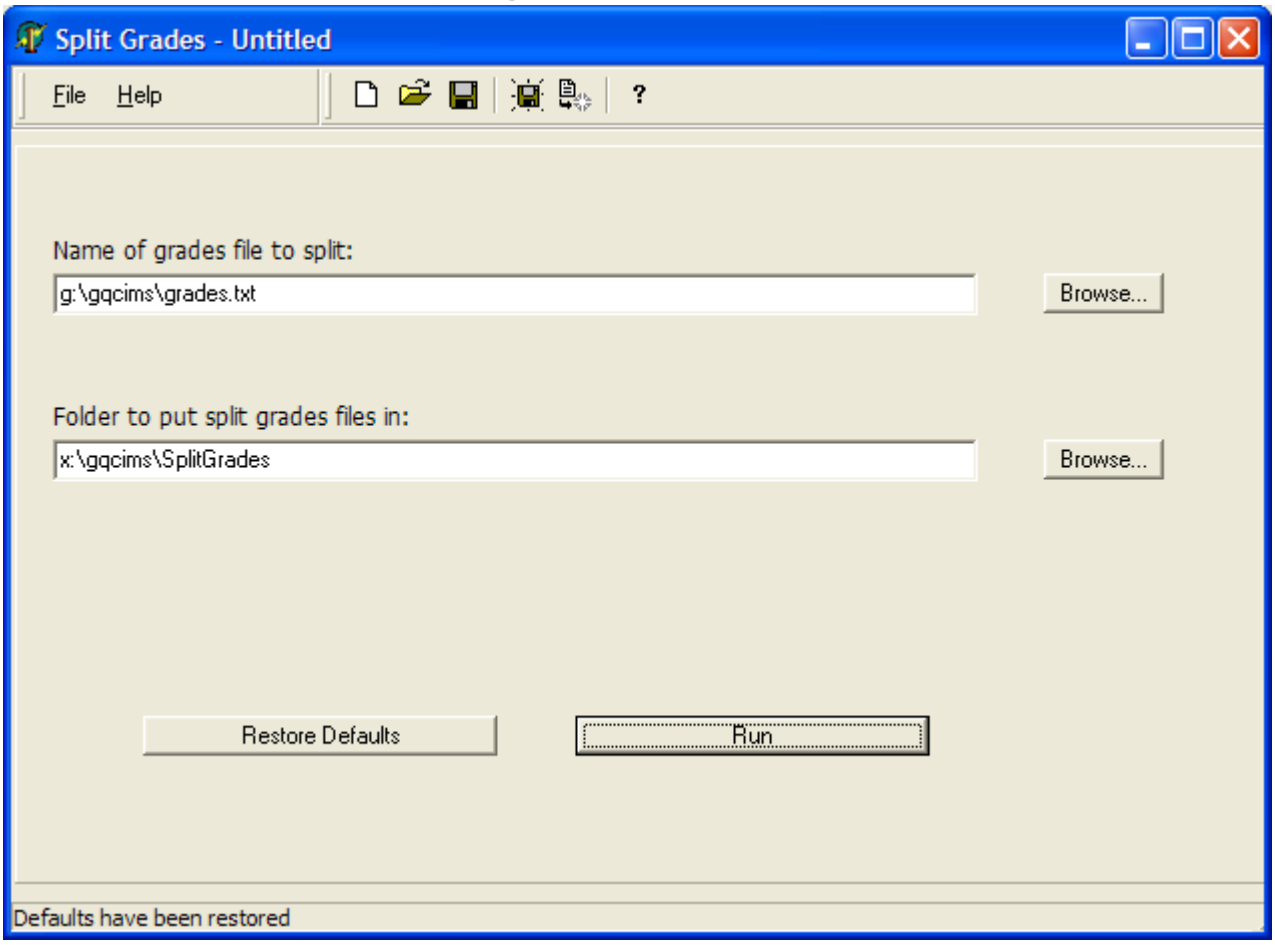
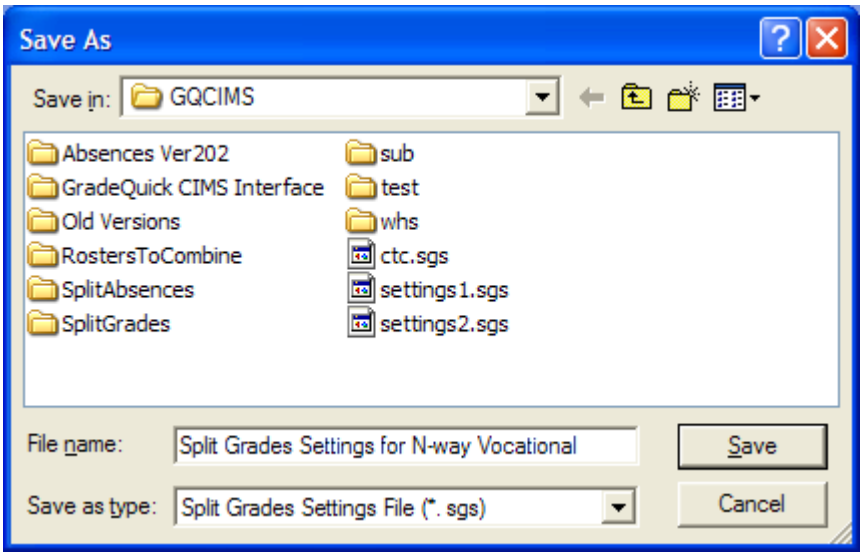


2. Choose these menu items: *File* > *Save As*

Notes

- Choose an appropriate file name
- Include the Central School's name in the file name to more easily identify it.



3. Click the *Save* button.

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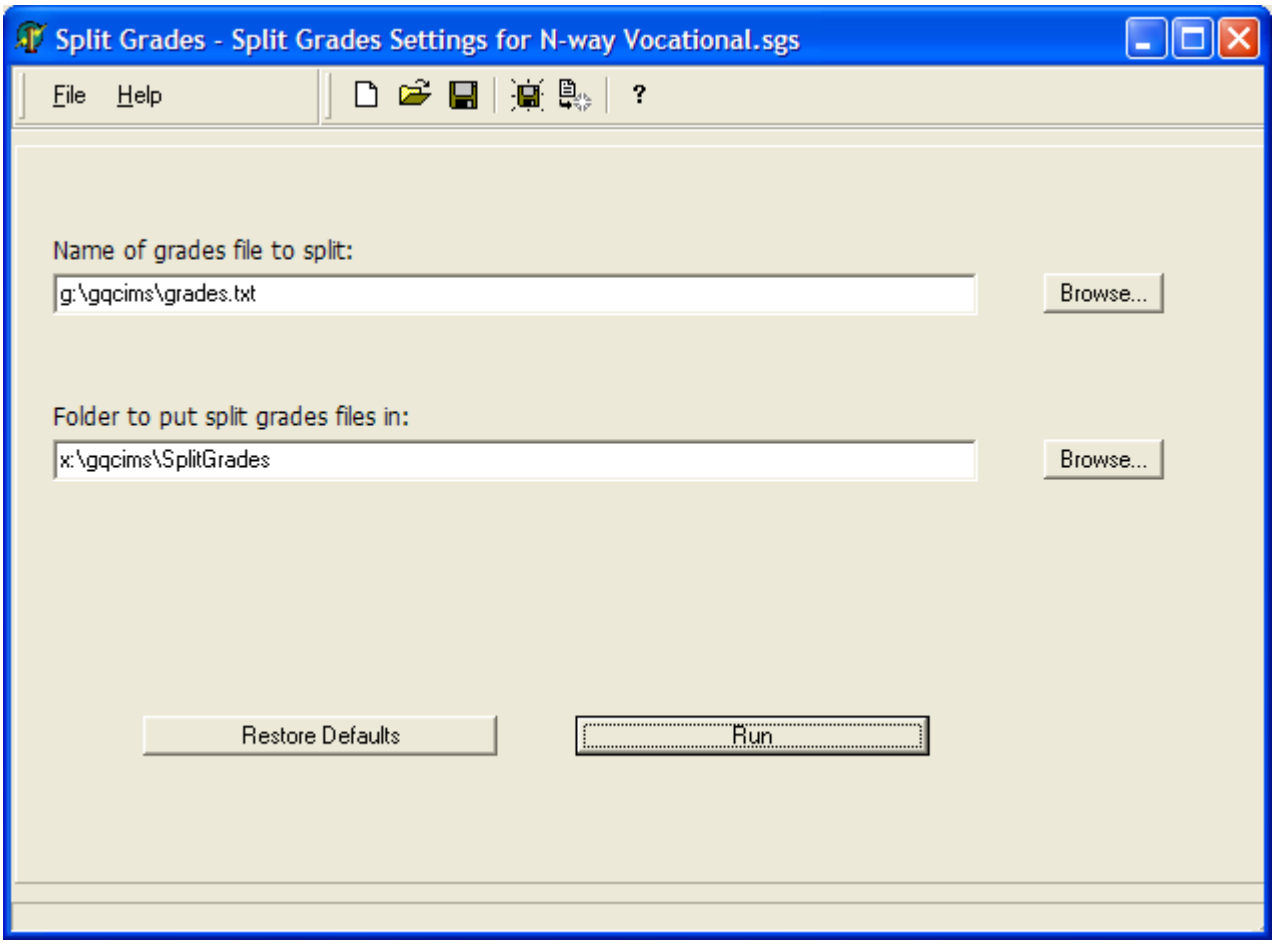
4. Close the program by clicking these menu items: *File* > *Exit*

RUN "SPLIT GRADES" PROGRAM - PC

1. Start the *SplitGrades.exe* program in the GQCIMS folder on the network or AS/400 IFS. The settings file you last used should automatically open and be displayed as shown below:



2. Click the *Run* button in the lower right corner.
3. The status bar at the bottom of the screen will display notes and a final statement similar to the following: **Finished. Split x input records into x grades files**.
4. Close the program by clicking these menu items: *File* > *Exit*

UPLOAD/POST ATTENDANCE FROM GRADEQUICK TO CIMS

The process of teachers sending absences and of someone at the Central School collecting absences is documented in the following sections of Chapter 7:

- Have Teachers "Send Attendance" from GradeQuick – PC
- Setup "Collect Absences" Program – PC
- Run "Collect Absences" Program – PC

Please refer to those sections for details.

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Recall that after absences have been sent and collected at the Central School, the result is a multi-school ABSENCES.TXT collection file. To create and use the "per-school" ABSENCESxxxyyy.TXT files (where xxx = district and yyy = school), the ABSENCES.TXT file must be split using a new program called *SplitAbsences.exe*. Once the absences are split into "per-school" files, the normal upload/post absences process is used. That process is described in the *Chapter 7* section titled *Run Absence Posting Process – AS/*400, which begins on page 80.

The process can either be run in a distributed fashion by staff at each home school, or the Central School staff can run the process on behalf of each home school. In either case, all that is needed is the proper ABSENCESxxxyyy.TXT file to upload for posting.

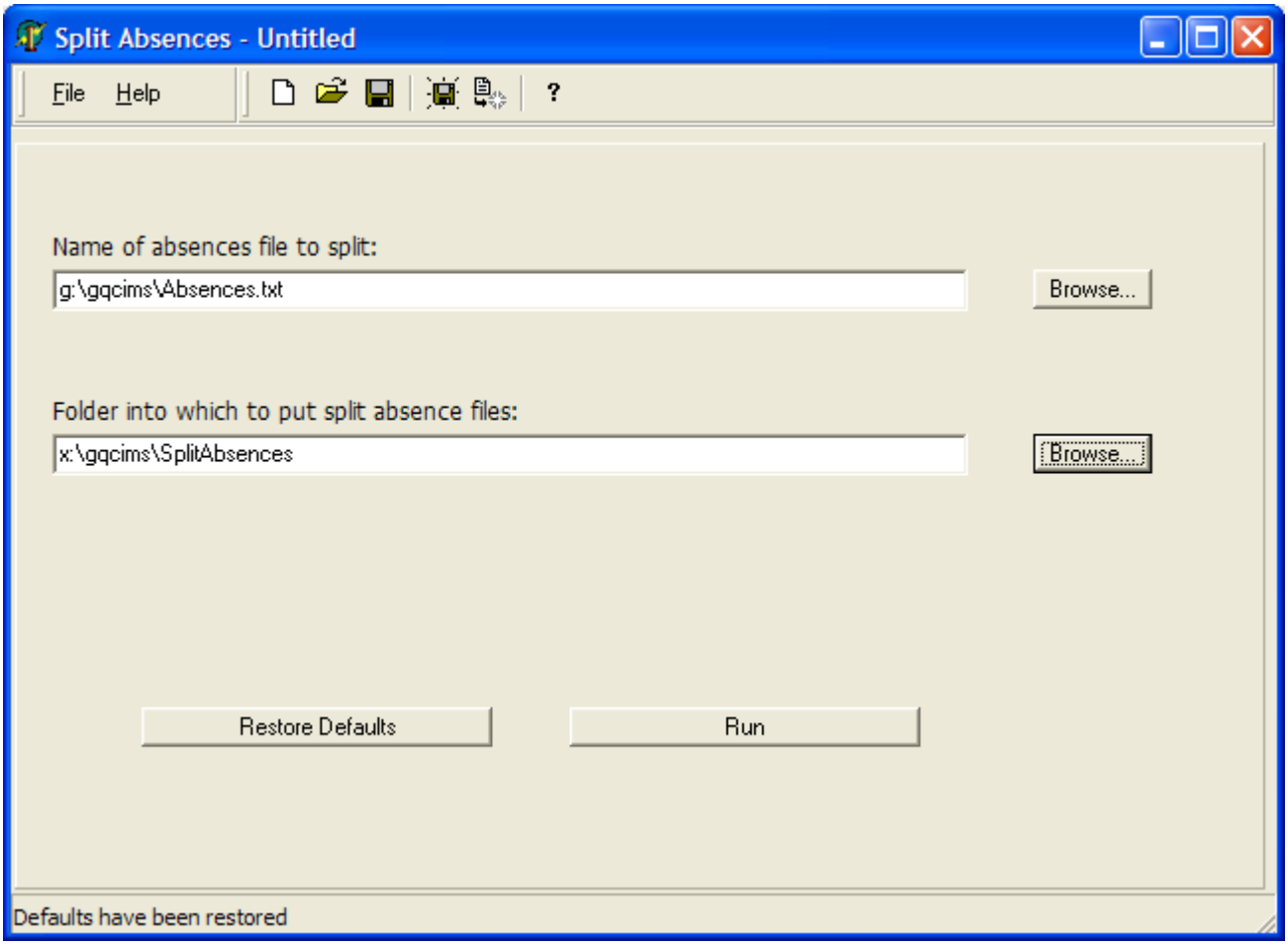
Follow the steps below to split a multi-school ABSENCES.TXT collection file into "per school" ABSENCESxxxyyy.TXT files:

SETUP "SPLIT ABSENCES" PROGRAM - PC

1. Start the *SplitAbsences.exe* program in the GQCIMS folder on the network or AS/400 IFS. Set the values similar to those shown below:

Notes

- Field/component-level help text is available by clicking the **?** symbol and then clicking the desired field or component. (Turn off the help pointer by clicking the **?** symbol again.)
- The *Folder into which to put split absences files* must be created outside of this program.



2. Choose these menu items: *File* > *Save As*

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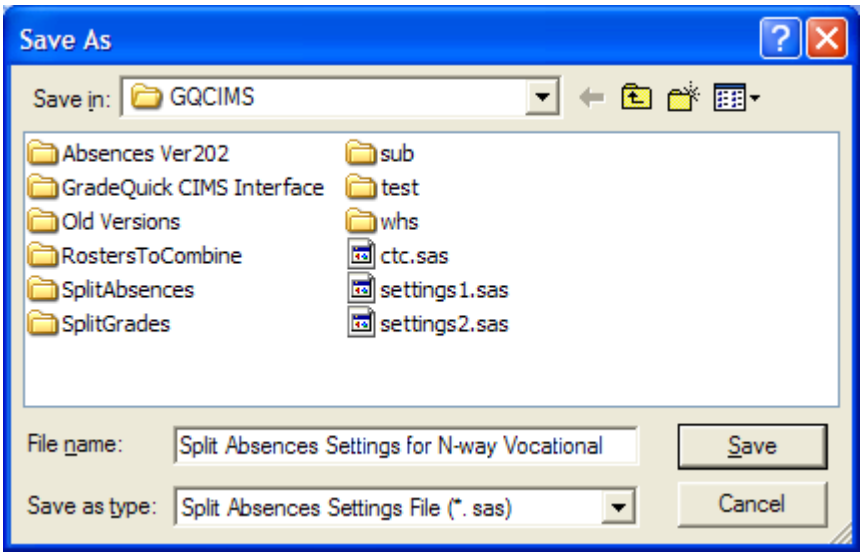
Notes

- Choose an appropriate file name
- Include the Central School's name in the file name to more easily identify it.



3. Click the *Save* button.
4. Close the program by clicking these menu items: *File* > *Exit*

RUN "SPLIT ABSENCES" PROGRAM - PC

1. Start the *SplitAbsences.exe* program in the GQCIMS folder on the network or AS/400 IFS. The settings file you last used should automatically open and be displayed as shown below:

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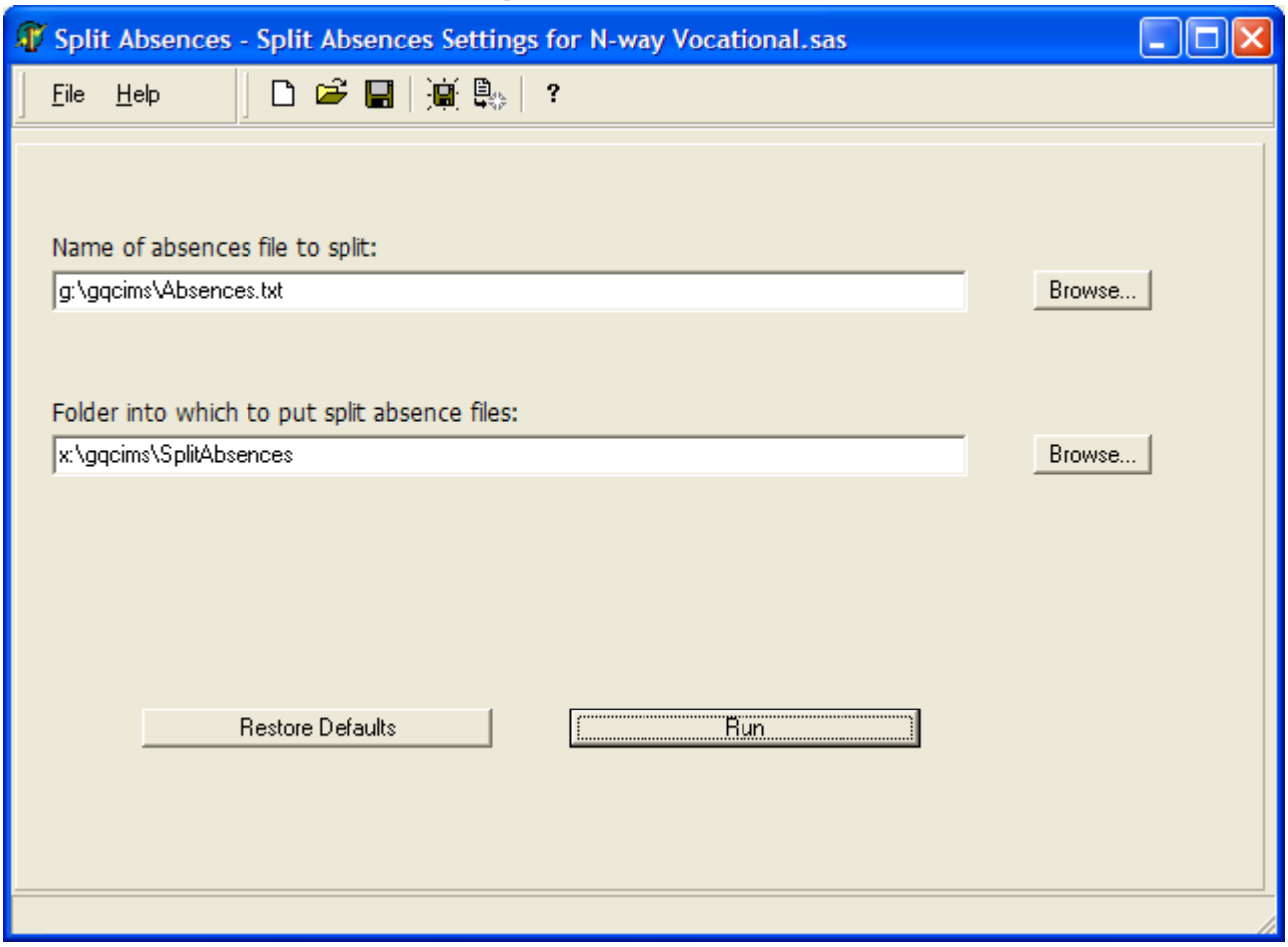

2. Click the *Run* button in the lower right corner.
3. The status bar at the bottom of the screen will display notes and a final statement similar to the following: **Finished. Split x input records into x absence files**.
4. Close the program by clicking these menu items: *File* > *Exit*

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